



ALASKA PUBLIC OFFICES COMMISSION



TRAINING MATERIAL: PUBLIC & LEGISLATIVE OFFICIAL FINANCIAL DISCLOSURE

ELECTRONIC FILING

The purpose of this training material is to provide filers with a general familiarity with the reasons for filing and basic instructions on how to fill out the required forms. The contents of this booklet are NOT intended to serve as a precise statement of the statutes and regulations of the State of Alaska relating to public official financial disclosure. The statutes and regulations governing financial disclosure are enclosed for reference. If you have specific question not readily covered in the materials please call APOC staff.



Public & Legislative Official Financial Disclosure

**2016
Electronic Training**

Contact Information

Training Presentation

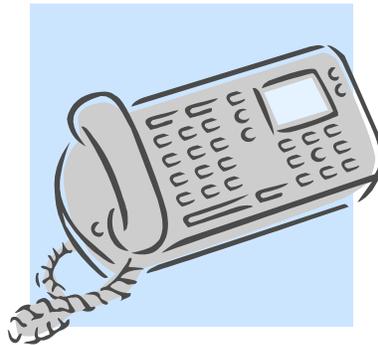
POFD/LFD Statutes

POFD/LFD Regulations

Procedural Regulations

Alaska Public Offices Commission Resources

Contact Information



APOC Anchorage (Campaign/Financial Disclosure)

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General Email: apoc@alaska.gov
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APOC Juneau (Lobbying/Legislative)

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Toll-Free: 1-866-465-4864
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Useful Links

Name	Website
APOC Website:	http://doa.alaska.gov/apoc/home.html
MyAlaska	https://my.alaska.gov
Searching Reports	http://aws.state.ak.us/ApocReports/Home.aspx

INTRODUCTION

Do I have to file Public Official Financial Disclosure Report?



**THE PURPOSE OF THIS BRIEF SET OF INSTRUCTIONS IS TO
PROVIDE INFORMATION REGARDING:**

**WHO NEEDS TO FILE A POFD;
WHY; AND,
WHEN.**

AND

HOW TO CREATE AND LOG IN TO A MYALASKA ACCOUNT

Part 1

Why, Who, When



Why do I need to file a Public Official Financial Disclosure?

AS 39.50.010 states that a public office is a public trust that should be free from the danger of a conflict of interest. As a result public officials, legislators, judicial officers, and many municipal officials are required to file a POFD. This is not about anyone getting into your financial life, it is about transparency to the public at large.

Do I need to file a POFD?

WHO—State Level (AS 39.50.200 (a)(1), (6), (9))



At the state level—YES if you are any of the following;

1. Governor, Lt. Governor, or a special assistant, executive assistant, administrative assistant, press assistant, or employed in these offices as a policy making employee;
2. A judicial officer—a judge or magistrate, or a judge pro tem working more than 30 days in a calendar year;
3. The head of a department—i.e. a commissioner or deputy commissioner;
4. The director or deputy director of a division;
5. A special assistant to a commissioner;
6. A legislative liaison for department;
7. A state investment officer or the state comptroller in the Dept. of Revenue;
8. The Chief Procurement officer as appointed under AS 36.30.010;
9. The executive director of the Alaska Workforce Investment Board;
10. A member of the board of trustees, the executive director, and the investment officer of the Alaska Permanent Fund Corporation;
11. A member of or the chair of a state commission or board (see AS 39.50.200(b) for a list of boards and commissions required to report);
12. A member of the state senate of house, a legislative director, or a public member of the legislative ethics committee (see AS 24.60.200 - .260 and .990).

Do I need to file a POFD?

WHO—Municipal Level (AS 39.50.200(8))



At the municipal level--YES if you are (this assumes that the municipality has not opted out of filing POFDs):

- 1. A borough or city mayor;**
- 2. Member of a borough assembly;**
- 3. City council member;**
- 4. School board member;**
- 5. Elected utility board member;**
- 6. City or borough manager;**
- 7. Member of a municipal planning and zoning commission;**
- 8. A candidate for any of the above listed elective offices—even if you are an incumbent official.**

When do I need to file a POFD?



Every March 15 if you are in a position that is required to report—your annual report;

Within 30 days of taking a position that is required to report—your initial report (even if you were just elected after filing a candidate POFD);

Within 90 days of leaving a position that is required to report—your final report (the final report covers anything not covered on a report already submitted);

With your candidate registration/declaration of candidacy if you are a candidate even if you are in incumbent (incumbent legislators not subject to this paragraph).

I don't want to file my POFD electronically



In some cases you don't have to file electronically. AS 39.50.050(a)—"The commission shall require that the information required under this chapter be submitted electronically but may, when circumstances warrant an exception, accept any information required under this chapter that is typed in clear and legible black typeface or hand-printed in dark ink on paper in a format approved by the commission or on forms provided by the commission and that is filed with the commission. A municipal officer for a municipality with a population of less than 15,000 shall submit information required under this chapter either electronically or typed or hand-printed in the manner described in this subsection."

Part 2

Setting up an account to file electronically



In this section you will learn how to set up an account in myAlaska to be able to file your POFD electronically.

Where do I start? First, go to myAlaska

The screenshot shows the State of Alaska website interface. At the top, a navigation bar contains the following links: [myAlaska](#), [My Government](#), [Resident](#), [Business in Alaska](#), [Visiting Alaska](#), and [State Employees](#). The [myAlaska](#) link is highlighted with a red dashed circle. Below this is the main header with the State of Alaska logo and the text "Official Alaska State Website". A search bar is located to the right of the logo. Below the header is a secondary navigation bar with links for [HOME](#), [RESIDENT](#), [BUSINESS](#), [VISITOR](#), and [STATE EMPLOYEES](#). The main content area is divided into several sections: three large image tiles for [RESIDENT](#), [BUSINESS](#), and [VISITOR](#); a "LATEST NEWS" section with a list of recent news items; a "SERVICES" section with a grid of service categories including [HOW DO I?](#), [EDUCATION](#), [HEALTH](#), [JOBS](#), and [SAFETY](#); and a "HIGHLIGHTS" section with various informational banners.

State of Alaska
myAlaska My Government Resident Business in Alaska Visiting Alaska State Employees

State of Alaska
Official Alaska State Website

HOME RESIDENT BUSINESS VISITOR STATE EMPLOYEES

ALASKA EXECUTIVE BRANCH

OFFICE OF GOVERNOR
BILL WALKER

FOLLOW THE GOVERNOR:
f t

OFFICE OF LT. GOVERNOR
BYRON MALLOTT

THE ALASKA LEGISLATURE

THE ALASKA COURT SYSTEM

CONGRESSIONAL DELEGATION

LATEST NEWS
Click for more news

AUG 14 Peratrovich Nominated for Ten Dollar Bill
AUG 10 Governor Launches Review of Corrections
AUG 03 Governor Responds to EPA Clean Power Plan
JUL 31 Oregon Leaders Thanked for Stopping Protests

SERVICES

HOW DO I? EDUCATION HEALTH JOBS SAFETY

Apply for a Permanent Fund Dividend
File for Unemployment Insurance
Find a Job
Find a State Employee

Get a Driver License
Get a Hunting or Fishing License
Plan a Vacation to Alaska
Register to Vote

BUILDING A SUSTAINABLE FUTURE:
Join the conversation
with Alaska

511 Traveler Information

BUY YOUR

myAlaska Log in



If you already have a myAlaska account sign in to it.

If you don't have a myAlaska account follow the instructions provided on the web site to create one and then sign in. See the process that follows.

If you don't have a myAlaska account



Click here to register for an account.



The screenshot shows the myAlaska website interface. At the top, there is a navigation bar with the State of Alaska logo and the myAlaska logo. Below the navigation bar, there is a section for System Notifications. The main content area is divided into several sections: Account Services, Services for Individuals, and myPEDInfo. The Account Services section includes links for Sign into myAlaska and Register for a myAlaska Account. The Services for Individuals section includes links for Alaska Background Check System, Alaska Donor Registry, APOC - Disclosure Forms, ARIES - Public Assistance, Child support statements, DEF - Borrower Access, myPEDInfo, myRnB - Retirement & Benefits Online Services, Notary Commission Applications and Directory, Online Public Notices, and Pay Food Worker Card Fee.

myAlaska - Welcome

https://my.alaska.gov

Apps Alaska Public Office... Fred Pryor Seminars... SOA-Webemail Imported From IE Imported Alaska Public Office... Administrative Log-on List Server- Listserv Pryor Arctic Office Products AKPAY-AKSAS Reset... New USD Log-In

State of Alaska myAlaska My Government Resident Business in Alaska Visiting Alaska State Employees

Registered User : Sign In

HOME SERVICES MYPROFILE MYDOCUMENTS HELP

System Notifications

- The ACPE Student Aid Portal is currently not available through myAlaska. To login to the portal, please go to <http://acpe.alaska.gov>, or call 907-465-2962

myAlaska is a system for Secure Single Sign-on and Signature for Citizens, or, an authentication and electronic signature system allowing citizens to interact with multiple State of Alaska services through a single username and password.

Account Services

- Sign into myAlaska**
If you're already registered, sign in and begin using applications or manage your profile through the registered user portal.
- Register for a myAlaska Account**
It's quick, easy and provides the tools you need to start using myAlaska applications in just a few minutes.

Services for Individuals

- Alaska Background Check System**
Service to allow individuals to apply for and monitor fingerprint based criminal history checks for working in programs that are licensed and/or certified by the Department of Health and Social Services.
- Alaska Donor Registry**
Interface to allow Alaskans to manipulate their status and preferences on the Alaska Donor Registry.
- APOC - Disclosure Forms**
Reporting for Public Officials, Legislative Staff, Campaign Activity and Lobbying Reporting
- ARIES - Public Assistance**
Online Application that allows you to apply for medical assistance.
- Child support statements**
Child Support Case Financial Statements Online Service
- DEF - Borrower Access**
Division of Economic Development - Borrower Access allows borrowers to view their loan information online.
- myPEDInfo**
View the status of this and prior year applications.
- myRnB - Retirement & Benefits Online Services**
Member Services, Employer Access, Direct Deposit Online, Benefits Enrollment
- Notary Commission Applications and Directory**
Find notaries, apply for commissions, update your commission information, order commission certificate copies and access notary data.
- Online Public Notices**
Alaskan citizen's source of information about activities of your state government.
- Pay Food Worker Card Fee**

You will be brought to this page



You will be required to fill in all the boxes here.

When done, check this button and then the “Start Registration” button.



The screenshot shows the 'myAlaska' website's 'NEW ACCOUNT' registration page. At the top, there is a navigation bar with 'HOME', 'SERVICES', 'MYPROFILE', 'MYDOCUMENTS', and 'HELP'. Below this is a 'System Notifications' box with a message about the ACPE Student Aid Portal. The main heading is 'NEW ACCOUNT', followed by instructions for existing users and links for 'Forgot my Username' and 'Forgot my Password'. The registration form includes fields for Username, Password, Verify Password, Secret Question (a dropdown menu), Answer, Email Address, and Verify Email Address. Below the form is a 'User Agreement' section with a scrollable text area and a checkbox labeled 'I accept the User Agreement'. At the bottom of the form is a 'Start Registration' button. A red arrow points from the left text to the form fields, and another red arrow points from the left text to the 'Start Registration' button.

You will be using myAlaska to file your forms in the future. **It is best if you write down your username and password. If you forget them, APOPC cannot help you retrieve them.**

And then to this page...



The screenshot shows a web browser window with the URL <https://my.alaska.gov/NewAccount.aspx>. The browser's address bar and tabs are visible at the top. The website header includes the State of Alaska logo and navigation links: myAlaska, My Government, Resident, Business in Alaska, Visiting Alaska, and State Employees. A "Registered User: Sign In" link is present in the top right. Below the header is a navigation menu with links for HOME, SERVICES, MYPROFILE, MYDOCUMENTS, and HELP. The main content area features a "System Notifications" box with a message about the ACPE Student Aid Portal. Below this is a section titled "CONTINUE WITH NEW MYALASKA ACCOUNT REGISTRATION" which provides instructions on receiving a confirmation email and a 24-hour deadline to complete registration. At the bottom of the page, there are links for Help, Privacy Policy, User Agreement, and Browser Compatibility, along with contact information for the Department of Administration Enterprise Technology Services (ETS).

myAlaska - New Account

<https://my.alaska.gov/NewAccount.aspx>

Apps Alaska Public Office... Fred Pryor Seminars... SOA-Webemail Imported From IE Imported Alaska Public Office... Administrative Log-on List Server- Listserv Pryor Arctic Office Products AKPAY-AKSAS Reset... New USD Log-In

State of Alaska myAlaska My Government Resident Business in Alaska Visiting Alaska State Employees

myAlaska Registered User: Sign In

HOME SERVICES MYPROFILE MYDOCUMENTS HELP

System Notifications

- The ACPE Student Aid Portal is currently not available through myAlaska. To login to the portal, please go to <http://acpe.alaska.gov>, or call 907-465-2962.

CONTINUE WITH NEW MYALASKA ACCOUNT REGISTRATION

A confirmation email with instructions for continuing the registration process will arrive at the email address you provided.

Please check your email and follow the instructions provided there. If the confirmation email fails to appear in your inbox, please check your spam/junkmail.

You have **24 hours** to complete the steps outlined in that email or you will have to restart the registration process.

[Help](#) [Privacy Policy](#) [User Agreement](#) [Browser Compatibility](#)

Department of Administration
Enterprise Technology Services (ETS)
Email: myalaska.help@alaska.gov
Monday - Friday, 10:00 AM to 4:30 PM Alaska Time
Anchorage: 907-269-6311 || Fairbanks: 907-451-5911 || Juneau: 907-465-5211

State of Alaska myAlaska My Government Resident Business in Alaska Visiting Alaska State Employees

State of Alaska | © 2015

You'll get an e-mail as below



Inbox - maria.bulfa@alaska.gov - Microsoft Outlook

File Home Send / Receive Folder View Add-Ins Enterprise Vault McAfee E-mail Scan Adobe PDF

New E-mail Items New Ignore Clean Up Delete Reply Reply All Forward Meeting Delight Mells Team E-mail Reply & Delete To Manager Done Create New Move Rules OneNote Unread/Read Categorize Follow Up Find a Contact Address Book Filter E-mail Find

Search Inbox (Ctrl+E)

From	Subject	Received	S... C...
myAlaska	myAlaska - Account Verification	Mon 8/24/2015 2:35 PM	8...
info@neogov.com	Requisition Created Message From NEOGOV Insight	Mon 8/24/2015 8:50 AM	9...
Dauphinais, Paul R...	Your task re POFD	Fri 8/21/2015 1:19 PM	8...
Mells, Delight K ...	RE: Municipal Filing	Fri 8/21/2015 11:54 AM	1...
Schwahn, Michae...	Municipal Filing	Fri 8/21/2015 11:49 AM	9...
Schwahn, Michae...	RE: Municipal Filings	Fri 8/21/2015 11:46 AM	1...
Mells, Delight K ...	RE: Municipal Filings	Fri 8/21/2015 11:39 AM	1...
Schwahn, Michae...	Candidate POFD	Fri 8/21/2015 11:30 AM	2...
Schwahn, Michael ...	Municipal Filings	Fri 8/21/2015 10:32 AM	9...

Flag Status: Unflagged (158 items, 95 unread)

myAlaska - Account Verification

This message was sent to you by a computer program, DO NOT REPLY to this message.
To continue with the registration process of your new myAlaska account, please verify your email address by visiting the following URL WITHIN 24 HOURS of registration:
...

info@neogov.com Requisition Created
Message From NEOGOV Insight

PLEASE DO NOT REPLY TO THIS EMAIL If you reply to this email, your reply will *NOT* be read. Instead, please contact the individual(s) listed at the bo...

Dauphinais, Paul R... Your task re POFD
Maria,
Attached please find a draft training manual for filing a POFD. I'd like you to follow the instructions to file the following information to ensure the instructions are complete and clear.
File an initial report as an APOC commissi...

Mells, Delight K ... RE: Municipal Filing
Good to post. Thanks
From: Schwahn, Michael F (DOA)
Sent: Friday, August 21, 2015 11:49 AM

Schwahn, Michae... Municipal Filing
Good Morning,
The following Municipal Filing came in on August 21, 2015.
Tibbles, Matthew - Exemption Statement - Ketchikan Gateway Borough

Schwahn, Michae... RE: Municipal Filings
Posted and Saved
From: Mells, Delight K (DOA)
Sent: Friday, August 21, 2015 11:39 AM

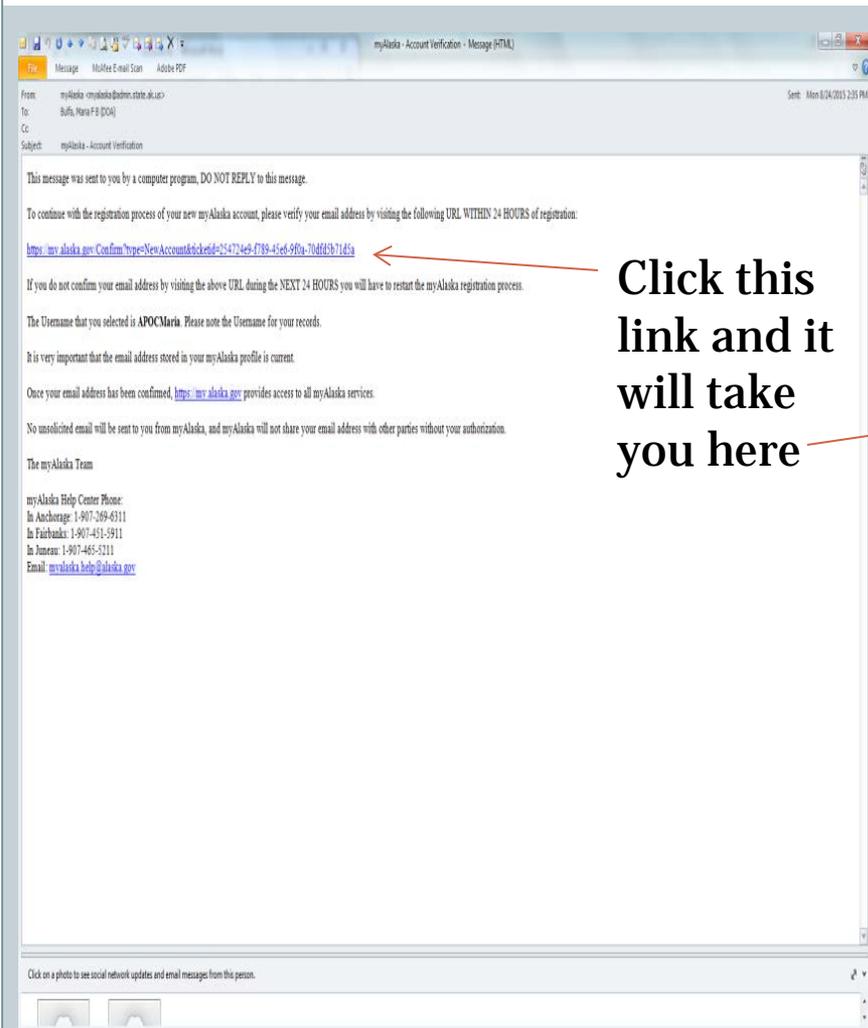
Mells, Delight K ... RE: Municipal Filings
These are good to post, thanks!
From: Schwahn, Michael F (DOA)
Sent: Friday, August 21, 2015 10:32 AM

Schwahn, Michae... Candidate POFD
Good Morning,
We received the following POFD on August 21, 2015.
Eugene Smith

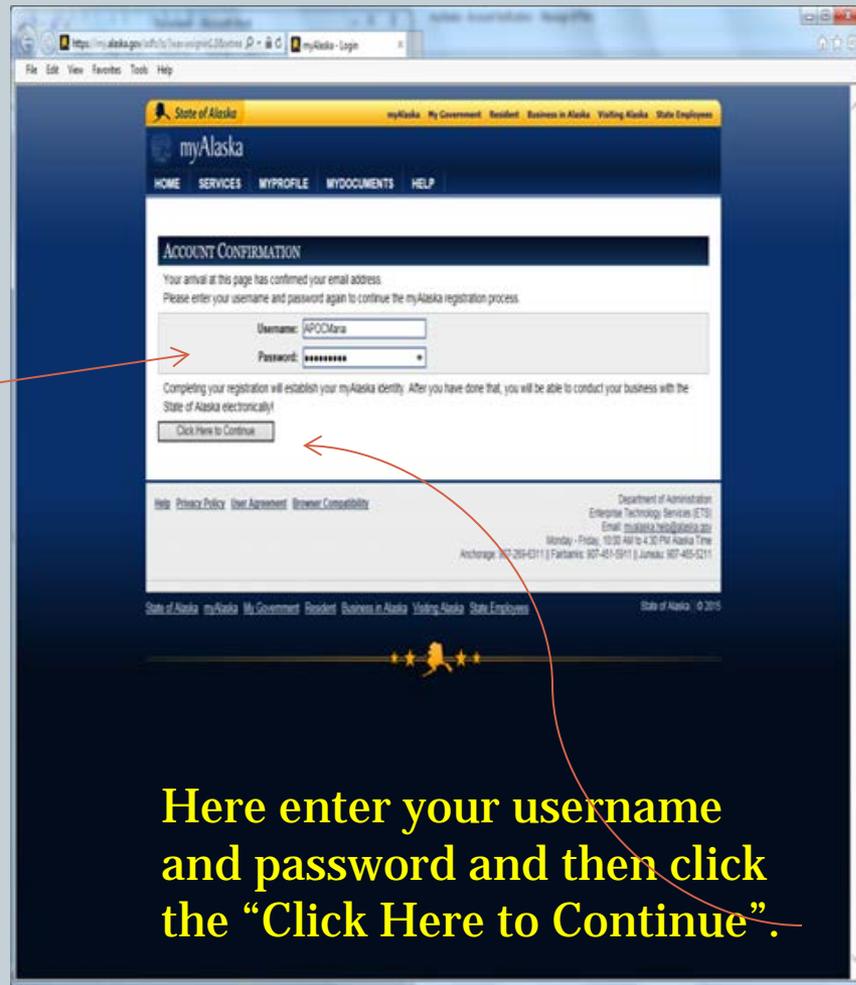
Schwahn, Michael ... Municipal Filings
Good Morning,
We received the following municipal filings on August 21, 2015

You'll need to open this e-mail to proceed.





Click this link and it will take you here



Here enter your username and password and then click the "Click Here to Continue".

You'll end up here



You can select "Services" here, or select "View Your Services" here.

State of Alaska myAlaska My Government Resident Business in Alaska Visiting Alaska State Employees

myAlaska Signed in as APOCMaria: [Sign Out](#)

HOME SERVICES MYPROFILE MYDOCUMENTS HELP

System Notifications
o The ACPE Student Aid Portal is currently not available through myAlaska. To login to the portal, please go to <http://acpe.alaska.gov>, or call 907-465-2962

Your account has been confirmed successfully.

Welcome **APOCMaria**. The myAlaska Registered User Portal is your dashboard for viewing information specific to your myAlaska account, managing your information and gaining access to a wide array of services designed for registered users of myAlaska. Select an option to begin.

Services
Use myAlaska to do business with the State of Alaska. There is a wide selection of services available for both individuals and businesses. For example, Permanent Fund Dividend services for individuals and Employment Security Tax services for businesses.
[View Your Services](#)

MyProfile
Manage, update, or change your myAlaska account and user information.
[Manage Your Profile](#)

Help
Get help using myAlaska or one of the myAlaska applications.
[Get Help](#)

[Help](#) [Privacy Policy](#) [User Agreement](#) [Browser Compatibility](#)

Department of Administration
Enterprise Technology Services (ETS)
Email: myalaska.help@alaska.gov
Monday - Friday, 10:00 AM to 4:30 PM Alaska Time
Anchorage: 907-269-6311 || Fairbanks: 907-451-5911 || Juneau: 907-465-5211



You'll be brought here



Here, select
APOC
Disclosure
Forms



State of Alaska myAlaska My Government Resident Business in Alaska Visiting Alaska State Employees

myAlaska Signed in as APOC Maria: [Sign Out](#)

HOME SERVICES MYPROFILE MYDOCUMENTS HELP

System Notifications

- The ACPE Student Aid Portal is currently not available through myAlaska. To login to the portal, please go to <http://acpe.alaska.gov>, or call 907-465-2962

myAlaska is a system for Secure Single Sign-on and Signature for Citizens, or, an authentication and electronic signature system allowing citizens to interact with multiple State of Alaska services through a single username and password.

Services for Individuals

- Alaska Background Check System**
Service to allow individuals to apply for and monitor fingerprint based criminal history checks for working in programs that are licensed and/or certified by the Department of Health and Social Services.
- Alaska Donor Registry**
Interface to allow Alaskans to manipulate their status and preferences on the Alaska Donor Registry.
- APOC - Disclosure Forms**
Reporting for Public Officials, Legislative Staff, Campaign Activity and Lobbying Reporting.
- ARIES - Public Assistance**
Online Application that allows you to apply for medical assistance.
- Child support statements**
Child Support Case Financial Statements Online Service.
- DED - Borrower Access**
Division of Economic Development - Borrower Access allows borrowers to view their loan information online.
- myPFInfo**
View the status of this and prior year applications.
- myRnB - Retirement & Benefits Online Services**
Member Services, Employer Access, Direct Deposit Online, Benefits Enrollment.
- Notary Commission Applications and Directory**
Find notaries, apply for commissions, update your commission information, order commission certificate copies and access notary data.
- Online Public Notices**
Alaskan citizen's source of information about activities of your state government.
- Pay Food Worker Card Fee**
Food Worker Card Online Payment.
- PEDOnline**
Apply for your Permanent Fund Dividend online.
- Unemployment Insurance Benefits**
Unemployment Insurance Benefits Online.

Here is the start of the filing process



The first time you go to fill out a form you'll see this. Read the privacy agreement, click the "I accept" box, and then click "continue"

The screenshot shows a web browser window with the URL <https://my.alaska.gov/Portal/Agreement.aspx?pubid=pfdf&returnto=>. The browser tab is titled "myAlaska - Agreement". The website header includes the State of Alaska logo and navigation links: myAlaska, My Government, Resident, Business in Alaska, Visiting Alaska, and State Employees. The user is signed in as APOCMaria, with a "Sign Out" link. The main navigation menu includes HOME, SERVICES, MYPROFILE, MYDOCUMENTS, and HELP. A "System Notifications" box contains a message about the ACPE Student Aid Portal. Below this is a green button labeled "Return to APOC - Disclosure Forms". The main content area features a "Privacy Agreement: Alaska Public Offices Commission" section. It contains a text box explaining that checking the "I Accept the Privacy Agreement" box authorizes the sharing of profile information. Below the text is a checkbox labeled "I Accept the Privacy Agreement" and a "Continue" button. At the bottom of the page, there are links for Help, Privacy Policy, User Agreement, and Browser Compatibility, along with contact information for the Department of Administration Enterprise Technology Services (ETS).



You'll end up here. Click on the first link under "Welcome to APOC Forms Online"



This is where you will go to start your POFD.

APOC Forms Home Page

https://myalaska.state.ak.us/apoc/form/Home.aspx

State of Alaska

myAlaska My Government Resident Business in Alaska Visiting Alaska State Employees

APOC Online Forms (APOCED) *** Logout

HOME POFD/LFD GROUPS/ENTITIES CANDIDATES LOBBYING INDEPENDENT EXPENDITURES ADMINISTRATION

State of Alaska > Department of Administration > APOC > Online Forms

WELCOME TO APOC FORMS ONLINE

Public Official / Legislative Official Financial Disclosure Form (POFD/LFD)

If you are a:

- Public Official
- Candidate
- Member of a State Board or Commission
- Legislator

Who is required to file a Financial Disclosure form under AS 39.50 or AS 24.60

[Group / Entity Forms](#)

View or file Group / Entity forms. View Assigned Expectations.

[Candidate Forms](#)

View or file Candidate forms. This includes Municipal/Judicial Exemption forms. View Assigned Expectations.

[Campaign Disclosure Forms](#)

View or file a Campaign Disclosure form after registering.

[Statement of Contributions Forms 15-5](#)

View or file a Statement of Contributions form for contributions to ballot groups and initiative application groups.

[Independent Expenditure Forms 15-6](#)

View or file an Independent Expenditure form for independent expenditures supporting or opposing a Candidate or Ballot Proposition.

[Search Entries, Export to .csv Files](#)

Search and export the content of your forms to a spreadsheet or document.

[Administrate Access](#)

Allow or deny access to your Group/Candidate forms.

[Help](#)

View help, frequently asked questions, and form templates.

Links

APOC Website: <http://doa.alaska.gov/apoc/home.html>

If you have filed POFDs before you'll see something like this. If you haven't filed before there will be nothing listed under the forms area. Here you get information about the differences between copying and amending.

If you have not filed a POFD before this page will be blank. If this is the case click on the red "Start new form" button so you can start a new form.



The screenshot shows a web browser window with the URL <https://myalaska.state.ak.us/apoc/form/POFD/Filings.aspx>. The page is titled "State of Alaska" and "APOC Online Forms". The navigation menu includes "HOME", "POFD/LFD", "GROUPS/ENTITIES", "CANDIDATES", "LOBBYING", "INDEPENDENT EXPENDITURES", and "ADMINISTRATION". The main content area is titled "PUBLIC OFFICIAL / LEGISLATIVE FINANCIAL DISCLOSURE" and contains an "Actions" section with the following items:

- Start New Form**: Creates a blank Financial Disclosure Statement to be filed. If you have never filed an electronic Financial Disclosure before, use Start New Form.
- Resume**: Continue work on a started but not finished Financial Disclosure Statement. If you have already started a Financial Disclosure Statement, use Resume.
- Copy**: Navigates to another page where the existing Financial Disclosure Form can be copied. If you have to file a previous Financial Disclosure or need to file multiple Financial Disclosures for different positions, use Copy.
- Amend**: Creates a special amendment copy of the original form to submit corrections and changes. If you need to make changes to an existing form that has already been electronically signed, use Amend.
- Delete**: Removes the Incomplete form. If you accidentally created a form that you do not intend to file and you want to remove it from the forms list, use Delete.

Below the actions is a section titled "Financial Disclosure Forms" with a red "Start New Form" button. A table lists existing forms with the following data:

Filter				
Year: All	Amended: <input type="radio"/> Any <input type="radio"/> Amended Only <input checked="" type="radio"/> Not Amended Only			
Name	Year Reporting Period	Filer Type Position	Status Date Filed	Action
wer asd 123 vesd	2015 Annual 1/1/2014 - 12/31/2014	Local Municipal Government Office Holder	Incomplete Not Filed	View / Print Resume Delete
Michael Burns 1720 Douglas Hwy	2015 Final 1/1/2015 - 6/1/2015	Executive Office Holder	Filed 7/7/2015	View / Print Copy Amend
David Woodmancy PO Box 354	2013 Final 1/1/2013 - 7/19/2013	Judicial Office Holder	Filed 7/25/2013	View / Print Copy Amend

What these things mean



State of Alaska
myAlaska My Government Resident Business in Alaska Visiting Alaska State Employees

APOC Online Forms

(APOCED) *** [Logout](#)

HOME **POFD/LFD** GROUPS/ENTITIES CANDIDATES LOBBYING INDEPENDENT EXPENDITURES ADMINISTRATION

State of Alaska > Department of Administration > APOC > Online Forms > POFD/LFD

PUBLIC OFFICIAL / LEGISLATIVE FINANCIAL DISCLOSURE

Actions

- **Start New Form**
Creates a blank Financial Disclosure Statement to be filed. If you have never filed an electronic Financial Disclosure before, use Start New Form.
- **Resume**
Continue work on a started but not finished Financial Disclosure Statement. If you have already started a Financial Disclosure Statement, use Resume.
- **Copy**
Navigates to another page where the existing Financial Disclosure Form can be copied. If you have to file a previous Financial Disclosure or need to file multiple Financial Disclosures for different positions, use Copy.
- **Amend**
Creates a special amendment copy of the original form to submit corrections and changes. If you need to make changes to an existing form that has already been electronically signed, use Amend.
- **Delete**
Removes the Incomplete form. If you accidentally created a form that you do not intend to file and you want to remove it from the forms list, use Delete.

Financial Disclosure Forms

[Start New Form](#)

Filter

Year: All Amended: Any Amended Only Not Amended Only

Name	Year Reporting Period	Filer Type Position	Status Date Filed	Action
wer asd 123 vesd	2015 Annual 1/1/2014 - 12/31/2014	Local Municipal Government Office Holder	Incomplete Not Filed	View / Print Resume Delete
Michael Burns 1720 Douglas Hwy	2015 Final 1/1/2015 - 6/1/2015	Executive Office Holder	Filed 7/7/2015	View / Print Copy Amend
David Woodmancy PO Box 354	2013 Final 1/1/2013 - 7/19/2013	Judicial Office Holder	Filed 7/25/2013	View / Print Copy Amend

Start

Resume

Copy- helpful when filing a report that doesn't differ much from an earlier report

Amend

Delete

For a first time filer you will need to click on **Start New Form**

Part 3

Starting a New POFD



In this section you will learn how to begin a new POFD.

Let's start a new form, click the red button



The screenshot shows the APOC Online Forms interface. The page title is "PUBLIC OFFICIAL / LEGISLATIVE FINANCIAL DISCLOSURE". Under the "Actions" section, there are several options: "Start New Form", "Resume", "Copy", "Amend", and "Delete". The "Start New Form" button is highlighted with a red dashed circle and an arrow pointing to it from the left. Below the actions is a table of "Financial Disclosure Forms" with columns for Name, Year Reporting Period, Filer Type Position, Status Date Filed, and Action.

Financial Disclosure Forms

[Start New Form](#)

Filter				
Year: All	Amended: <input type="radio"/> Any <input type="radio"/> Amended Only <input checked="" type="radio"/> Not Amended Only			
Name	Year Reporting Period	Filer Type Position	Status Date Filed	Action
wer asd 123 vesd	2015 Annual 1/1/2014 - 12/31/2014	Local Municipal Government Office Holder	Incomplete Not Filed	View / Print Resume Delete
Michael Burns 1720 Douglas Hwy	2015 Final 1/1/2015 - 6/1/2015	Executive Office Holder	Filed 7/7/2015	View / Print Copy Amend
David Woodmancy PO Box 354	2013 Final 1/1/2013 - 7/19/2013	Judicial Office Holder	Filed 7/25/2013	View / Print Copy Amend
David Stone 2339 Meadow Lane	2012 Final 1/1/2012 - 11/20/2012	Local Municipal Government Office Holder	Filed 12/4/2012	View / Print Copy Amend
Carl Gatto PO Box 384	2012 Final 1/1/2012 - 10/20/2012	Office Holder	Filed 12/4/2012	View / Print Copy

Important deadlines and instructions here. When ready click the blue “Start” button

The screenshot shows a web browser window displaying the APOC Online Forms page for the Financial Disclosure Statement. The page title is "FINANCIAL DISCLOSURE STATEMENT" and the sub-header is "INSTRUCTIONS". The main content is divided into three sections: "PUBLIC OFFICIALS MUST FILE:", "CANDIDATES MUST FILE:", and "Before beginning this form:". The "PUBLIC OFFICIALS MUST FILE:" section lists three types of statements with their respective deadlines: Initial Statements (due within 30 days), Annual Statements (due annually on March 15th), and Final Statements (due within 90 days). The "CANDIDATES MUST FILE:" section lists two types of candidates: State Candidates (file with Division of Elections) and Municipal Candidates (file with Municipal Clerk). The "Before beginning this form:" section lists three steps: 1. Collect necessary financial documentation, 2. Be aware of the time to complete the form, and 3. Remember that the form becomes a public document. At the bottom of the form area, there is a "Cancel" button and a "Start" button. A red dashed circle highlights the "Start" button, and a red arrow points to it from the right. Another red arrow points to the "PUBLIC OFFICIALS MUST FILE:" section from the right. The page number "1 / 19" is displayed at the bottom center. The footer of the page reads "State of Alaska | © 2015 | Send us Feedback".

As stated in AS 39.50.020

Start

It's important to start correctly!



The Year of Report is the year you are reporting in; the Report date from and to is the previous year unless this is a final POFD (we'll deal with finals in a little bit). "Why are you filing" is self-explanatory—each will bring you a menu to choose from. The report type is important so that you appear in the right place. When done hit the blue next button. You can come back and make changes later.

IMPORTANT FACT— members of local municipal planning and zoning commissions are local municipal government.

The screenshot shows a web browser window displaying the 'APOC Online Forms' application. The page title is 'FINANCIAL DISCLOSURE STATEMENT' and the section is 'PURPOSE OF FILING'. The form includes the following fields and options:

- Year of Report:** 2015
- Report Date From:** 1/1/2014
- Report Date To:** 12/31/2014
- Why are you filing?**
 - Office Holder
 - State Candidate
 - Municipal Candidate
 - Judicial Retention Candidate
- Report Type:**
 - CANDIDATE STATEMENT. Due when filing declaration of candidacy.
 - INITIAL STATEMENT. Due 30 days from appointment for new public officials (and annually thereafter.)
 - ANNUAL STATEMENT. Due by March 15th - for incumbent officials.
 - FINAL STATEMENT. Due 90 days after leaving office.

At the bottom of the form, there are three buttons: 'Cancel' (red), 'Previous' (blue), and 'Next' (blue). The page number '2 / 19' is displayed at the bottom center. The footer of the page reads 'State of Alaska | © 2015 | [Send Us Feedback](#)'.

Why are you filing? Boards and Commissions



If you select Board/Commission Member go to the drop down box and select the board or commission you are on. Not every state board or commission is required to file a financial disclosure. If you don't see the board you are on listed you may not have to report. Call APOC.

The screenshot shows the APOC Online Forms website. The page title is "FINANCIAL DISCLOSURE STATEMENT". Below the title is a section for "PURPOSE OF FILING". The form includes fields for "Year of Report" (2015), "Report Date From" (1/1/2014), and "Report Date To" (12/31/2014). There are radio buttons for "Why are you filing?" with options: Office Holder, State Candidate, Municipal Candidate, and Judicial Retention Candidate. A "Branch:" section has radio buttons for Board/Commission Member, Executive, Judicial, Legislative, and Local Municipal Government. A "Board or Commission:" dropdown menu is open, showing a list of various Alaska state entities. The "Report Type:" section has radio buttons for CANDIDATE STATEMENT, INITIAL STATEMENT, ANNUAL STATEMENT, and FINAL STATEMENT. A "submit later" button and "Previous/Next" buttons are visible at the bottom of the form.

IMPORTANT FACT—members of local municipal planning and zoning commissions are local municipal government

Why are you filing? Executive Branch

If you are filing as a member of the executive branch there are two drop downs for you to choose from. Please choose from each before trying to proceed.

The screenshot shows a web browser window displaying the APOC Online Forms page. The browser's address bar shows the URL: <https://myalaska.state.ak.us/apoc/form/POFD/POFD.aspx?ID=10399>. The page title is "POFD Form". The browser's taskbar shows several open applications, including "Suggested Sites", "Employee Documents Onl...", "Messaging, Enterprise Ap...", "Outlook Web App", "State of Alaska", "Google", and "Web Slice Gallery".

The website header includes the "State of Alaska" logo and navigation links: "myAlaska", "My Government", "Resident", "Business in Alaska", "Visiting Alaska", and "State Employees". The main navigation menu includes "HOME", "POFD/LFD", "GROUPS/ENTITIES", "CANDIDATES", "LOBBYING", "INDEPENDENT EXPENDITURES", and "ADMINISTRATION". The current page is titled "FINANCIAL DISCLOSURE STATEMENT" and "PURPOSE OF FILING".

The "PURPOSE OF FILING" section contains the following fields:

- Year of Report:** 2015 (dropdown)
- Report Date From:** 1/1/2014 (text input)
- Report Date To:** 12/31/2014 (text input)
- Why are you filing?**
 - Office Holder
 - State Candidate
 - Municipal Candidate
 - Judicial Retention Candidate
- Branch:**
 - Board/Commission Member
 - Executive
 - Judicial
 - Legislative
 - Local Municipal Government
- Executive Position:** Commissioner (dropdown)
- Department:** Department of Corrections (dropdown)
- Report Type:**
 - CANDIDATE STATEMENT: Due when filing declaration of candidacy.
 - INITIAL STATEMENT: Due 30 days from appointment for new public officials (and annually thereafter.)
 - ANNUAL STATEMENT: Due by March 15th - for incumbent officials.
 - FINAL STATEMENT: Due 90 days after leaving office.

At the bottom of the form, there are three buttons: "Save & resume later", "Previous", and "Next". The page number "2 / 19" is displayed at the bottom center.



Why are you filing? Judicial Branch



Another
brief drop
down box.

State of Alaska myAlaska My Government Resident Business in Alaska Visiting Alaska State Employees

APOC Online Forms (APOCED) *** Logout

HOME **POFD/LFD** GROUPS/ENTITIES CANDIDATES LOBBYING INDEPENDENT EXPENDITURES ADMINISTRATION

State of Alaska > Department of Administration > APOC > Online Forms > POFD/LFD

FINANCIAL DISCLOSURE STATEMENT

PURPOSE OF FILING

Year of Report: 2015 Report Date From: 1/1/2014 Report Date To: 12/31/2014

Why are you filing?
 Office Holder State Candidate Municipal Candidate Judicial Retention Candidate

Branch:
 Board/Commission Member
 Executive
 Judicial
 Legislative
 Local Municipal Government

Judicial Position:
Select One
Judge
Judge / Magistrate

Report Type:
 CANDIDATE STATEMENT: Due when filing declaration of candidacy.
 INITIAL STATEMENT: Due 30 days from appointment for new public officials (and annually thereafter.)
 ANNUAL STATEMENT: Due by March 15th - for incumbent officials.
 FINAL STATEMENT: Due 90 days after leaving office.

Save & resume later Previous Next

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Why are you filing? Legislative Branch



Pick your
position
from the
drop
down
box.

The screenshot shows a web browser window with the URL <https://myalaska.state.ak.us/apoc/form/POFD/POFD.aspx?ID=10399>. The page title is "POFD Form". The website header includes "State of Alaska" and navigation links for "myAlaska", "My Government", "Resident", "Business in Alaska", "Visiting Alaska", and "State Employees". The main navigation bar is "APOC Online Forms" with sub-links for "HOME", "POFD/LFD", "GROUPS/ENTITIES", "CANDIDATES", "LOBBYING", "INDEPENDENT EXPENDITURES", and "ADMINISTRATION". The breadcrumb trail is "State of Alaska > Department of Administration > APOC > Online Forms > POFD/LFD".

The form is titled "FINANCIAL DISCLOSURE STATEMENT" and "PURPOSE OF FILING". It includes the following fields:

- Year of Report:** 2015
- Report Date From:** 1/1/2014
- Report Date To:** 12/31/2014
- Why are you filing?**
 - Office Holder
 - State Candidate
 - Municipal Candidate
 - Judicial Retention Candidate
- Branch:**
 - Board/Commission Member
 - Executive
 - Judicial
 - Legislative
 - Local Municipal Government
- Legislative Position:** (Dropdown menu)
 - Select One ---
 - Legislative Director
 - Member of Select Committee on Legislative Ethics
 - Representative
 - Senator
- Report Type:**
 - CANDIDATE STATEMENT: Due when filing declaration of candidacy.
 - INITIAL STATEMENT: Due 30 days from appointment for new public officials (and annually thereafter.)
 - ANNUAL STATEMENT: Due by March 15th - for incumbent officials.
 - FINAL STATEMENT: Due 90 days after leaving office.

At the bottom of the form, there are three buttons: "Save & resume later" (red), "Previous" (blue), and "Next" (blue). The page number "2 / 19" is displayed below the buttons. The footer of the page reads "State of Alaska | © 2015 | [Send us Feedback](#)".



Why are you filing? Local Municipal Government

Again, there is a drop box for you to select the municipality from. Please choose one since there may be other people with your name and this is one way to differentiate the Tom Jones from North Pole from the Tom Jones in Anchorage.

State of Alaska | myAlaska | My Government | Resident | Business in Alaska | Visiting Alaska | State Employees

APOC Online Forms

(APOCED) *** [Logout](#)

HOME | **POFD/LFD** | GROUPS/ENTITIES | CANDIDATES | LOBBYING | INDEPENDENT EXPENDITURES | ADMINISTRATION

State of Alaska > Department of Administration > APOC > Online Forms > POFD/LFD

FINANCIAL DISCLOSURE STATEMENT

PURPOSE OF FILING

Year of Report: 2015 | Report Date From: 1/1/2014 | Report Date To: 12/31/2014

Why are you filing?
 Office Holder State Candidate Municipal Candidate Judicial Retention Candidate

Branch:
 Board/Commission Member
 Executive
 Judicial
 Legislative
 Local Municipal Government

Report Type:
 CANDIDATE STATEMENT: Due 30 days before the election
 INITIAL STATEMENT: Due 30 days before the election
 ANNUAL STATEMENT: Due by 12/31/2014
 FINAL STATEMENT: Due by 12/31/2014

-- Select One --
Anchorage, Municipality of
Barrow, City of
North Pole, City of
Fairbanks Northstar Borough
Juneau, City and Borough
Kenai Peninsula Borough
Ketchikan Gateway Borough
Kodiak Island Borough
Lake and Peninsula Borough
Matanuska-Susitna Borough
North Slope Borough
Northwest Arctic Borough
Soldotna, City of
Unalaska, City of
Wasilla, City of
Wrangell, City and Borough of
Hooper Bay, City of
Skagway, Municipality of
Yakutat, City and Borough of
Angoon, City of
Fort Yukon, City of
Holy Cross, City of
Hoonah, City of
Hydaburg, City of
Kotzebue, City of
Kwethluk, City of
Lower Kalskag, City of
Manokotak, City of
McGrath, City of

... candidacy.
... new public officials (and annually thereafter.)
... officials.

[Save & resume later](#) [Previous](#) [Next](#)

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Pick the type of report



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APOC Online Forms (APOCED) *** Logout

HOME **POFD/LFD** GROUPS/ENTITIES CANDIDATES LOBBYING INDEPENDENT EXPENDITURES ADMINISTRATION

State of Alaska > Department of Administration > APOC > Online Forms > POFD/LFD

FINANCIAL DISCLOSURE STATEMENT

PURPOSE OF FILING

Year of Report: 2015 Report Date From: 1/1/2014 Report Date To: 12/31/2014

Why are you filing?
 Office Holder State Candidate Municipal Candidate Judicial Retention Candidate

Branch: Board/Commission Member Executive Judicial Legislative Local Municipal Government

Executive Position: Commissioner

Department: Department of Corrections

Report Type:
 CANDIDATE STATEMENT: Due when filing declaration of candidacy.
 INITIAL STATEMENT: Due 30 days from appointment for new public officials (and annually thereafter.)
 ANNUAL STATEMENT: Due by March 15th - for incumbent officials.
 FINAL STATEMENT: Due 90 days after leaving office.

Save & resume later Previous Next

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Here you pick if this is an initial, annual, final or candidate filing.



This is another way that staff can match reports file to reports expected. If you don't choose the correct reason for filing staff may not be able to find your report.

If you are an incumbent and need to file a candidate POFD don't amend your annual, copy your annual and change the reason for filing.

Help us help you!



The information on page 2 of the form is more important to you than you might think. It allows APOC staff to ensure that you have filed on time. We match what you put on page 2 to a set of expectations. When the information on page 2 does not match the expectations staff can't always see your report. So, if you are filing for the election for the state senate, but on page 2 you say you're running for a council seat in Wasilla, staff or others won't see your report and assume that you haven't reported.

You've already logged in and entered the reasons you're reporting. Page 3 is where you enter your contact information.



It helps to be consistent. If your name is William, but you go by Bill, use Bill as your first name here, but use it whenever you file.

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APOC Online Forms (APOCED) *** Logout

HOME POFD/LFD GROUPS/ENTITIES CANDIDATES LOBBYING INDEPENDENT EXPENDITURES ADMINISTRATION

State of Alaska > Department of Administration > APOC > Online Forms > POFD/LFD

FINANCIAL DISCLOSURE STATEMENT

Office Holder - Executive - Commissioner - Department of Corrections - Report From: 1/1/2014 To: 12/31/2014

CONTACT INFORMATION

First Name: Last Name:

Address:

City: State: Zip Code: Country:

Contact Phone: Alternate Phone: Fax:

E-Mail:

Partner Type: Partner Name:

Spouse Domestic Partner None / Not Applicable

Note: Include stepchildren and adoptive children.

Dependent Children: Non-Dependent Children living with you:

0 0

Save & Resume Later Previous Next

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It will be helpful for you and for APOC if you provide an e-mail address and phone number you use regularly. If your address or phone changes you can amend your report.



This is how it would look filled out



Mr. Flintstone should always file as Fred in the future. Filing as Frederick could cause identification issues in the future

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APOC Online Forms (APOCED) *** Logout

HOME **POFD/LFD** GROUPS/ENTITIES CANDIDATES LOBBYING INDEPENDENT EXPENDITURES ADMINISTRATION

State of Alaska > Department of Administration > APOC > Online Forms > POFD/LFD

FINANCIAL DISCLOSURE STATEMENT
Office Holder - Executive - Commissioner - Department of Corrections - Report From: 1/1/2014 To: 12/31/2014

CONTACT INFORMATION

First Name: Fred
Last Name: Flintstone

Address: 1212 Rockaway Drive

City: Bedrock **State:** Alaska **Zip Code:** 99508 **Country:** United States

Contact Phone: 907-521-4585 **Alternate Phone:** **Fax:**

E-Mail: freddybaby@gravelnet.com

Partner Type: Spouse Domestic Partner None / Not Applicable **Partner Name:** Wilma

Note: Include stepchildren and adoptive children.

Dependent Children: 1 **Non-Dependent Children living with you:** 0

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Save & Resume Later Previous **Next**

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When done, click on the blue NEXT button.

If you run out of time you can always Save & Resume later

Part 4

Entering Information into your POFD filing



**THIS PART OF THE PRESENTATION COVERS
ENTERING THE REQUIRED INFORMATION
FOR PAGES 4 THROUGH 19**

Now we start entering income information



Here is information that will answer most questions. If you received four checks from the same employer for \$400 each, then you received \$1,200 in wages and must report it. But if you received four checks at \$400 each from four different employers you are not required to report them since each is under \$1,000.



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APOC Online Forms

(APOCED) *** Logout

HOME **POFD/LFD** GROUPS/ENTITIES CANDIDATES LOBBYING INDEPENDENT EXPENDITURES ADMINISTRATION

State of Alaska > Department of Administration > APOC > Online Forms > POFD/LFD

FINANCIAL DISCLOSURE STATEMENT

Office Holder - Executive - Commissioner - Department of Corrections - Report From: 1/1/2014 To: 12/31/2014

SCHEDULE A: SOURCES OF INCOME OVER \$1,000

SALARIED EMPLOYMENT NONE / Not Applicable

- Income means anything of value and covers all forms of compensation or benefits received from an employer; compensation or benefits include wages, salary, commissions, tips, bonuses, housing, use of an automobile and deferred compensation.
- Report each employer who paid you, your spouse, domestic partner or children covered by reporting requirements more than \$1,000. Include amount of income, dates of employment, terms of employment, amount of time worked. Describe the work performed in sufficient detail to make it clear to a person of ordinary understanding.
- The amount of any income more than \$1,000 that must be reported, or the value of a gift more than \$250 that must be reported, may be stated in a range rather than as an exact amount. 2 AAC 50.685

Edit/Delete	Earned By	Employer	Time	Description	Total Income
No Income Found.					
Click here to add new source of Income					

Save & Resume Later Previous Next

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Here is what adding a source of income looks like



Remember you have to list income for you, your spouse (if you have one) and your children (if they live with you). AS 39.50.030



State of Alaska > Department of Administration > APOC > Online Forms > POFD/POFD

FINANCIAL DISCLOSURE STATEMENT

Office Holder - Executive - Commissioner - Department of Corrections - Report From: 1/1/2014 To: 12/31/2014

SCHEDULE A: SOURCES OF INCOME OVER \$1,000

SALARIED EMPLOYMENT NONE / Not Applicable =>

- Income means anything of value and covers all forms of compensation or benefits received from an employer; compensation or benefits include wages, salary, commissions, tips, bonuses, housing, use of an automobile and deferred compensation.
- Report each employer who paid you, your spouse, domestic partner or children covered by reporting requirements more than \$1,000. Include amount of income, dates of employment, terms of employment, amount of time worked. Describe the work performed in sufficient detail to make it clear to a person of ordinary understanding.
- The amount of any income more than \$1,000 that must be reported, or the value of a gift more than \$250 that must be reported, may be stated in a range rather than as an exact amount. 2 AAC 50.685

Edit/Delete	Earned By	Employer	Time	Description	Total Income
Earned By: <input checked="" type="radio"/> Filer <input type="radio"/> Spouse <input type="radio"/> Domestic Partner <input type="radio"/> Child		Total Income: More than \$20,000 and no more than \$50,000			
Employment Type: <input type="radio"/> Commission <input checked="" type="radio"/> Full-time <input type="radio"/> Hourly <input type="radio"/> Part-time <input type="radio"/> Project <input type="radio"/> Seasonal					
Date From: 1/1/2014		Date To: 12/31/2014			
Employer: Bedrock Gravel Pit					
Address: Sandy Lane					
City: Bedrock		State: Alaska	Zip Code: 99508	Country: United States	
Description: Equipment operator					

You must finish adding or cancel this action before navigating away from this step.

[Cancel Add](#) [Add Income](#)

You don't need your tax information to fill this out. The income is listed in a range, not a precise number.



You must "Add Income" before moving on.



And after pressing the blue Add Income button



You can keep adding salaried employment as needed just click here. When done click on next.

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APOC Online Forms

(APOCED) *** Logout

HOME | **POFD/LFD** | GROUPS/ENTITIES | CANDIDATES | LOBBYING | INDEPENDENT EXPENDITURES | ADMINISTRATION

State of Alaska > Department of Administration > APOC > Online Forms > POFD/LFD

FINANCIAL DISCLOSURE STATEMENT

Office Holder - Executive - Commissioner - Department of Corrections - Report From: 1/1/2014 To: 12/31/2014

SCHEDULE A: SOURCES OF INCOME OVER \$1,000

SALARIED EMPLOYMENT NONE / Not Applicable →

- Income means anything of value and covers all forms of compensation or benefits received from an employer; compensation or benefits include wages, salary, commissions, tips, bonuses, housing, use of an automobile and deferred compensation.
- Report each employer who paid you, your spouse, domestic partner or children covered by reporting requirements more than \$1,000. Include amount of income, dates of employment, terms of employment, amount of time worked. Describe the work performed in sufficient detail to make it clear to a person of ordinary understanding.
- The amount of any income more than \$1,000 that must be reported, or the value of a gift more than \$250 that must be reported, may be stated in a range rather than as an exact amount. 2 AAC 50.685

Edit/Delete	Earned By	Employer	Time	Description	Total Income
Edit Delete	Filer	Bedrock Gravel Pit Sandy Lane Bedrock, Alaska 99508	Full-time 1/1/2014 to 12/31/2014	Equipment operator	\$20,000 - \$50,000

[Click here to add new source of Income](#)

[Save & Resume Later](#) [Previous](#) [Next](#)

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Income from Self-Employment

Physicians, attorneys, and others are not automatically exempt from reporting clients. Please see the exemption information on this page. See also 2 AAC 50.690 for a good faith effort to get the information.

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APOC Online Forms

(APOCED) *** Logout

HOME **POFD/LFD** GROUPS/ENTITIES CANDIDATES LOBBYING INDEPENDENT EXPENDITURES ADMINISTRATION

State of Alaska > Department of Administration > APOC > Online Forms > POFD/LFD

FINANCIAL DISCLOSURE STATEMENT

Office Holder - Executive - Commissioner - Department of Corrections - Report From: 1/1/2014 To: 12/31/2014

SCHEDULE A: SOURCES OF INCOME OVER \$1,000

SELF-EMPLOYMENT NONE / Not Applicable →

- List each **source (client, customer or business)** of self-employment income over \$1000 by name and amount. Income means anything of value and covers all forms of compensation, including deferred income and attorney contingency fees. For clarification, see AS 39.50.200(10), "source of income"; 2 AAC 50.799(a), definition of self-employment; 2 AAC 50.695, reporting deferred income; and 2 AAC 50.704 – reporting income from attorney contingency fee agreements.
- Disclose each client, customer or business that paid you, your spouse/domestic partner or child more than \$1,000. Self-employment includes sole proprietors, partnerships, limited liability companies, and professional corporations. See 2 AAC 50.700(a)
- Disclose income from corporations in which the filer, alone or in combination with one or more family members, holds a controlling interest as defined under 2 AAC 50.700(b)
- Exemptions: To obtain an exemption, you must qualify under the law, you must file a written request, and you must receive an exemption from the commission. Exemption rules: AS 39.50.035, 2 AAC 50.775, 2 AAC 50.821. An exemption request must be filed before the due date of the report for which the exemption is requested.
- For detailed information on source of income see AS 39.50.200(10) "source of income".

Edit/Delete	Earned By	Business	Time	Description	Total Income
No Income Found.					
Click here to add new source of Income					

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Save & Resume Later Previous Next

If you, your spouse, or any children DID NOT receive any income from self-employment click here and press next.

More self employment: You can add clients one at a time as below

Browser: <https://myalaska.state.ak.us/apoc/form/POFD/POFD.aspx?ID=10260>

Page Title: SELF-EMPLOYMENT NONE / Not Applicable =>

- List each **source (client, customer or business)** of self-employment income over \$1000 by name and amount. Income means anything of value and covers all forms of compensation, including deferred income and attorney contingency fees. For clarification, see AS 39.50.200(10), "source of income"; 2 AAC 50.799(a), definition of self-employment; 2 AAC 50.695, reporting deferred income; and 2 AAC 50.704 – reporting income from attorney contingency fee agreements.
- Disclose each client, customer or business that paid you, your spouse/domestic partner or child more than \$1,000. Self-employment includes sole proprietors, partnerships, limited liability companies, and professional corporations. See 2 AAC 50.700(a)
- Disclose income from corporations in which the filer, alone or in combination with one or more family members, holds a controlling interest as defined under 2 AAC 50.700(b)
- Exemptions: To obtain an exemption, you must qualify under the law, you must file a written request, and you must receive an exemption from the commission. Exemption rules: AS 39.50.035, 2 AAC 50.775, 2 AAC 50.821. An exemption request must be filed before the due date of the report for which the exemption is requested.
- For detailed information on source of income see AS 39.50.200(10) "source of income".

Edit/Delete	Earned By	Business	Time	Description	Total Income
Earned By: <input checked="" type="radio"/> Filer <input type="radio"/> Spouse <input type="radio"/> Child				Total Income: <input type="text" value="More than \$50,000 and no more than \$100,00"/>	
Employment Type: <input type="radio"/> Commission <input checked="" type="radio"/> Full-time <input type="radio"/> Hourly <input type="radio"/> Part-time <input type="radio"/> Project <input type="radio"/> Seasonal					
Date From: <input type="text" value="1/1/2015"/>		Date To: <input type="text" value="6/30/2015"/>			
Business Name: <input type="text" value="Dr. Duffy's helpful hospital"/>					
For each client who paid more than \$1,000 for the same service enter their name and full address below and click the blue 'Add Client' button. A client is not added until there is a red 'Remove' button by their name.					
				<input type="button" value="Import"/> <input type="button" value="Export"/> <input type="button" value="Remove All"/>	
Client Name	Client Full Address	Amount			
Mark Looney	123 west up street, Anchorage, AK 99508	\$2,000 - \$5,000	<input type="button" value="Remove"/>		
<input type="text"/>	<input type="text"/>	<input type="text" value="\$250 - \$1,000 (gifts only)"/>	<input type="button" value="Add Client"/>		
Description: <input type="text" value="Acute patient care. Some clients are not specifically identified as they are minors."/>					
You must finish adding or cancel this action before navigating away from this step.					
<input type="button" value="Cancel Add"/>			<input type="button" value="Add Income"/>		

Or you can keep your clients on a spreadsheet and import the information



APOC has a template available that you can download. See the template on the next slide.

The screenshot shows a web browser window with the URL <https://myalaska.state.ak.us/apoc/form/POFD/POFD.aspx?ID=10260>. The page title is "POFD Form". The browser's address bar shows the URL, and the page content includes a navigation menu with "File", "Edit", "View", "Favorites", and "Tools".

The main content area contains a form with the following sections:

- Earned By:** Radio buttons for Filer, Spouse, and Child.
- Total Income:** A dropdown menu with the selected option "More than \$50,000 and no more than \$100,00".
- Employment Type:** Radio buttons for Commission, Full-time, Hourly, Part-time, Project, and Seasonal.
- Date From:** and **Date To:** with calendar icons.
- Business Name:**

Below the form, there is a table with columns: **Client Name**, **Client Full Address**, and **Amount**. The table contains one row for "Mark Looney". To the right of the table are buttons: "Import", "Export", "Remove All", "Remove", and "Add Client".

An "Import POFD Income Clients" dialog box is open in the foreground. It contains the following text and controls:

- Text: "Select a .csv file to upload:"
- Text input field and "Select File" button.
- "Upload" button.
- Text: "Import only adds to your form. To clear the existing clients, hit cancel and click the 'Remove' button."
- Text: "Upload Status:"
- Text: "Import Status:"
- "Cancel" button.
- "Download Template" button.

At the bottom of the page, there is a footer with the text "State of Alaska | © 2015 | Send us Feedback" and a decorative graphic of stars and a map of Alaska.

Template for uploading client information



APOC POFD Income Client Import Template.csv [Read-Only] - Microsoft Excel

Result	Name	Full Addr Range	Amount
1 Client 1	123 Addr	R2	
2 Client 2	123 Addr	R4	
3 Client 3	123 Address St, Anch	#####	
4 Client 4	123 Address St, Anch	#####	
5 Client 5	123 Address St, Anch	#####	
6 Client 6	123 Address St, Anch	\$832.33	
7 Client 7	123 Addr	R10	
8 Client 8	123 Address St, Seat	#####	
9 Client 9	123 Addr	505	
10 Client 10	123 Addr	507	
11 Client 11	123 Address St, Anch	#####	
12 Client 12	123 Address St, Anch	#####	
13 Client 13	123 Addr	508	
14 Client 14	123 Addr	503	
15 Client 15	123 Addr	503	
16 Client 16	123 Address St, Anch	#####	

--- This Column --- How to --- How to enter Amounts ---

Option 1: Enter a decimal amount that lies in the Am in one of the ranges below and range blar leave the Range column blank, the system will translate the amount

Option 2: Enter the Range's numeric value, found below

Option 3: Enter the Range's abbreviation, found below

Abbreviat Range Name

R1 -or- 50: \$250 - \$1,000 (for gift income only)

R2 -or- 50: \$1,000 - \$2,000

R3 -or- 50: \$2,000 - \$5,000

R4 -or- 50: \$5,000 - \$10,000

R5 -or- 50: \$10,000 - \$20,000

Uploading will give you something like this

POFD Form

https://myalaska.state.ak.us/apoc/form/POFD/POFD.aspx?ID=10260

Exemptions: To obtain an exemption, you must qualify under the law, you must file a written request, and you must receive an exemption from the commission. Exemption rules: AS 39.50.035, 2 AAC 50.775, 2 AAC 50.821. An exemption request must be filed before the due date of the report for which the exemption is requested.

For detailed information on source of income see AS 39.50.200(10) "source of income".

Edit/Delete	Earned By	Business	Time	Description	Total Income
Earned By: <input checked="" type="radio"/> Filer <input type="radio"/> Spouse <input type="radio"/> Child		Total Income: More than \$500,000 and no more than \$1,000,000			
Employment Type: <input type="radio"/> Commission <input checked="" type="radio"/> Full-time <input type="radio"/> Hourly <input type="radio"/> Part-time <input type="radio"/> Project <input type="radio"/> Seasonal					
Date From: 1/1/2015		Date To: 6/30/2015			
Business Name: Dr. Duffy's helpful hospital					

For each client who paid more than \$1,000 for the same service enter their name and full address below and click the blue 'Add Client' button. A client is not added until there is a red 'Remove' button by their name.

Import Export Remove All

Client Name	Client Full Address	Amount	
Mark Looney	123 west up street, Anchorage, Ak 99508	\$1,000 - \$2,000	Remove
Jim Lonborg	1 Fenway Park, Boston, MA	\$5,000 - \$10,000	Remove
Rico Petrocelli	23 Shortstop Way, Framingham, MA	\$5,000 - \$10,000	Remove
unnamed minor	protected by hipaa	\$5,000 - \$10,000	Remove
unnamed minor	protected by hipaa	\$1,000 - \$2,000	Remove
Bob Cousy	22 Big Green Way, Seattle, AWA	\$1,000 - \$2,000	Remove
Babe Parelli	Old Schaffer Stadium Rd, Foxborough, MA	\$500,000 - \$1,000,000	Remove
unnamed minor	protected by hipaa	\$5,000 - \$10,000	Remove
		\$250 - \$1,000 (gifs only)	Add Client

Description:
Acute patient care. Some clients are not specifically identified as they are minors.

POFD Form

https://myalaska.state.ak.us/apoc/form/POFD/POFD.aspx?ID=10260

State of Alaska - Department of Administration - APOC - Online Forms - POFD/LFD

FINANCIAL DISCLOSURE STATEMENT

Office Holder - Local Municipal Government - Barrow, City of - Report From: 1/1/2014 To: 12/31/2014

SCHEDULE A: SOURCES OF INCOME OVER \$1,000

SELF-EMPLOYMENT NONE / Not Applicable

- List each source (client, customer or business) of self-employment income over \$1000 by name and amount. Income means anything of value and covers all forms of compensation, including deferred income and attorney contingency fees. For clarification, see AS 39.50.200(10), "source of income"; 2 AAC 50.799(a), definition of self-employment; 2 AAC 50.695, reporting deferred income; and 2 AAC 50.704 - reporting income from attorney contingency fee agreements.
- Disclose each client, customer or business that paid you, your spouse/domestic partner or child more than \$1,000. Self-employment includes sole proprietors, partnerships, limited liability companies, and professional corporations. See 2 AAC 50.700(a)
- Disclose income from corporations in which the filer, alone or in combination with one or more family members, holds a controlling interest as defined under 2 AAC 50.700(b)
- Exemptions: To obtain an exemption, you must qualify under the law, you must file a written request, and you must receive an exemption from the commission. Exemption rules: AS 39.50.035, 2 AAC 50.775, 2 AAC 50.821. An exemption request must be filed before the due date of the report for which the exemption is requested.
- For detailed information on source of income see AS 39.50.200(10) "source of income".

Edit/Delete	Earned By	Business	Time	Description	Total Income
Edit Delete	Filer	Dr. Duffy's helpful hospital Clients: 8	Full-time 1/1/2015 to 6/30/2015	Acute patient care. Some clients are not specifically identified as they are minors.	\$500,000 - \$1,000,000

Click here to add new source of Income

Save & Resume Later Previous Next

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When finished uploading and updating income you get this.

Rental Income

If you own property that you rent to others you will need to fill this out.

The screenshot shows a web browser window displaying the State of Alaska APOC Online Forms interface. The page title is "APOC Online Forms" and the user is logged in as "(APOCED) ***". The navigation menu includes "HOME", "POFD/LFD", "GROUPS/ENTITIES", "CANDIDATES", "LOBBYING", "INDEPENDENT EXPENDITURES", and "ADMINISTRATION". The current page is "FINANCIAL DISCLOSURE STATEMENT" for an "Office Holder - Executive - Commissioner - Department of Corrections" reporting from 1/1/2014 to 12/31/2014. The section is "SCHEDULE A: SOURCES OF INCOME OVER \$1,000" and specifically "RENTAL INCOME". The value is set to "NONE / Not Applicable". A red arrow points from the text on the right to the "NONE / Not Applicable" dropdown menu. Below the dropdown is a text box with instructions: "If any person paid more than \$1000 in rent during the preceding calendar year, report the name of the person and the amount of the rent paid, and, if the property is managed by a person other than the filer or a family member of the filer, additionally report the manager's name. 2 AAC 50.725 Disclose the location of the property under 'Real Property Interests'." Below this is a table with columns "Edit/Delete", "Owner", "Tenant", and "Amount". The table contains the text "No Income Found." and a link "Click here to add new source of Income". At the bottom of the form are buttons for "Save & Resume Later", "Previous", and "Next". The page number "6 / 19" is displayed at the bottom center. The footer includes "State of Alaska | © 2015 | Send us Feedback" and a logo with three stars.

State of Alaska
myAlaska My Government Resident Business in Alaska Visiting Alaska State Employees

APOC Online Forms (APOCED) *** Logout

HOME **POFD/LFD** GROUPS/ENTITIES CANDIDATES LOBBYING INDEPENDENT EXPENDITURES ADMINISTRATION

State of Alaska > Department of Administration > APOC > Online Forms > POFD/LFD

FINANCIAL DISCLOSURE STATEMENT

Office Holder - Executive - Commissioner - Department of Corrections - Report From: 1/1/2014 To: 12/31/2014

SCHEDULE A: SOURCES OF INCOME OVER \$1,000

RENTAL INCOME NONE / Not Applicable →

• If any person paid more than \$1000 in rent during the preceding calendar year, report the name of the person and the amount of the rent paid, and, if the property is managed by a person other than the filer or a family member of the filer, additionally report the manager's name. 2 AAC 50.725 Disclose the location of the property under "Real Property Interests".

Edit/Delete	Owner	Tenant	Amount
No Income Found.			
Click here to add new source of Income			

Save & Resume Later Previous Next

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This box is available on most of the following pages. If the type of income does not apply to you click here and move on.

Rental 2

If you have a renter this is what it looks like



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APOC Online Forms (APOCED) *** Logout

HOME **POFD/LFD** GROUPS/ENTITIES CANDIDATES LOBBYING INDEPENDENT EXPENDITURES ADMINISTRATION

State of Alaska > Department of Administration > APOC > Online Forms > POFD/LFD

FINANCIAL DISCLOSURE STATEMENT

Office Holder - Executive - Commissioner - Department of Corrections - Report From: 1/1/2014 To: 12/31/2014

SCHEDULE A: SOURCES OF INCOME OVER \$1,000

RENTAL INCOME NONE / Not Applicable =>

- If any person paid more than \$1000 in rent during the preceding calendar year, report the name of the person and the amount of the rent paid, and, if the property is managed by a person other than the filer or a family member of the filer, additionally report the manager's name. 2 AAC 50.725 Disclose the location of the property under "Real Property Interests".

Edit/Delete	Owner	Tenant	Amount
	Owner: <input checked="" type="radio"/> Filer <input type="radio"/> Spouse <input type="radio"/> Domestic Partner <input type="radio"/> Child	Tenant: <input type="text"/>	Amount: More than \$10,000 and no more than \$20,000
	Tenant Name: <input type="text" value="Barney Rubble"/>		
	Manager's Name (if applicable): <input type="text"/>		

You must finish adding or cancel this action before navigating away from this step.

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After entering the renter, click "Add Income". Once you have entered all your renters you'll click next on the rental page.

Dividends, Interest, and other Earnings



This works just like the rental income page. See slides 43 and 44.

The screenshot shows a web browser window displaying the APOC Online Forms interface. The page title is "FINANCIAL DISCLOSURE STATEMENT" and the user is identified as "Office Holder - Executive - Commissioner - Department of Corrections - Report From: 1/1/2014 To: 12/31/2014". The section is "SCHEDULE A: SOURCES OF INCOME OVER \$1,000" and specifically "DIVIDENDS, INTEREST AND OTHER BUSINESS/INVESTMENT DISTRIBUTIONS OF EARNINGS". The status is "NONE / Not Applicable" with a checkbox. A list of instructions is provided, including a reminder to add PFIDs and details on what to disclose. A table with columns "Edit/Delete", "Recipient", "Source", and "Amount" is shown, containing the text "No Income Found." and a link to "Click here to add new source of Income". Navigation buttons "Save & Resume Later", "Previous", and "Next" are at the bottom, along with the page number "7 / 19".

Edit/Delete	Recipient	Source	Amount
	No Income Found.		
	Click here to add new source of Income		



Gifts



The screenshot shows a web browser window with the URL <https://myalaska.state.ak.us/apoc/form/POFD/POFD.aspx?ID=10399>. The page is titled "APOC Online Forms" and is for the "State of Alaska". The user is logged in as "myAlaska" and is viewing the "APOC Online Forms" section. The page is titled "FINANCIAL DISCLOSURE STATEMENT" and is for an "Office Holder - Executive - Commissioner - Department of Corrections - Report From: 1/1/2014 To: 12/31/2014". The page is showing "SCHEDULE A: SOURCES OF INCOME OVER \$1,000" and "GIFTS WORTH MORE THAN \$250". The "GIFTS WORTH MORE THAN \$250" section is currently set to "NONE / Not Applicable". There are two callout boxes with arrows pointing to the "NONE / Not Applicable" dropdown and the "Click here to add new source of Income" link. The page also has a table with columns "Edit/Delete", "Recipient", "Source", "Description", and "Value". The table is currently empty and contains the text "No Income Found." and a link "Click here to add new source of Income". The page has a "Save & Resume Later" button, "Previous" and "Next" buttons, and a page number "8 / 19". The footer contains "State of Alaska | © 2015 | Send us Feedback".

State of Alaska

myAlaska My Government Resident Business in Alaska Visiting Alaska State Employees

APOC Online Forms (APOCED) *** Logout

HOME **POFD/LFD** GROUPS/ENTITIES CANDIDATES LOBBYING INDEPENDENT EXPENDITURES ADMINISTRATION

State of Alaska > Department of Administration > APOC > Online Forms > POFD/LFD

FINANCIAL DISCLOSURE STATEMENT

Office Holder - Executive - Commissioner - Department of Corrections - Report From: 1/1/2014 To: 12/31/2014

SCHEDULE A: SOURCES OF INCOME OVER \$1,000

GIFTS WORTH MORE THAN \$250 NONE / Not Applicable →

- Public Official Filers ONLY - Legislative filers are **Exempt**
- Legislators must submit more detailed disclosure reports to the Legislative Ethics Committee.
- Report all gifts worth more than \$250 (including gifts from a single source with a cumulative value of more than \$250). Include travel expenses, discounts not available to the public, loans forgiven or loans paid by a third party. Do not report gifts from spouse, domestic partner, parent, dependent child, sibling, grandparent, aunt, uncle, niece or nephew.

Edit/Delete	Recipient	Source	Description	Value
No Income Found.				
Click here to add new source of Income				

Save & Resume Later Previous Next

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If you have gifts to report click here to report them.

If you have no gifts to report click here.

Adding a Gift



POFD Form

https://myalaska.state.ak.us/apoc/form/POFD/POFD.aspx?ID=10399

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APOC Online Forms

(APOCED) *** Logout

HOME POFD/LFD GROUPS/ENTITIES CANDIDATES LOBBYING INDEPENDENT EXPENDITURES ADMINISTRATION

State of Alaska > Department of Administration > APOC > Online Forms > POFD/LFD

FINANCIAL DISCLOSURE STATEMENT

Office Holder - Executive - Commissioner - Department of Corrections - Report From: 1/1/2014 To: 12/31/2014

SCHEDULE A: SOURCES OF INCOME OVER \$1,000

GIFTS WORTH MORE THAN \$250 NONE / Not Applicable =>

- Public Official Filers ONLY - Legislative filers are Exempt
- Legislators must submit more detailed disclosure reports to the Legislative Ethics Committee.
- Report all gifts worth more than \$250 (including gifts from a single source with a cumulative value of more than \$250). Include travel expenses, discounts not available to the public, loans forgiven or loans paid by a third party. Do not report gifts from spouse, domestic partner, parent, dependent child, sibling, grandparent, aunt, uncle, niece or nephew.

Edit/Delete	Recipient	Source	Description	Value
	Recipient: <input checked="" type="radio"/> Filer <input type="radio"/> Spouse <input type="radio"/> Domestic Partner <input type="radio"/> Child			Value: More than \$1,000 and no more than \$2,000
	Source: Equipment operators union			
	Description: Paid for travel to conference on <u>dinodiggers</u> in Rockwell, AZ.			

You must finish adding or cancel this action before navigating away from this step.

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To Whom

From Whom

What is it

Value of gift

When done click here to add the gift.

Other Income



Sell your house, car, cash out your retirement account? That information goes on this page.

State of Alaska myAlaska My Government Resident Business in Alaska Visiting Alaska State Employees

APOC Online Forms (APOCED) *** Logout

HOME POFD/LFD GROUPS/ENTITIES CANDIDATES LOBBYING INDEPENDENT EXPENDITURES ADMINISTRATION

State of Alaska > Department of Administration > APOC > Online Forms > POFD/LFD

FINANCIAL DISCLOSURE STATEMENT

Office Holder - Executive - Commissioner - Department of Corrections - Report From: 1/1/2014 To: 12/31/2014

SCHEDULE A: SOURCES OF INCOME OVER \$1,000

OTHER INCOME NONE / Not Applicable =>

- List source and amount of income over \$1,000 not listed elsewhere in this form, including sale of goods or property, taxable capital gains, pensions, retirement account cash-outs, government entitlements, alimony or child support payments, honoraria and any other payments not otherwise accounted for.

Edit/Delete	Recipient	Source	Amount
No Income Found.			

[Click here to add new source of Income](#)

Save & Resume Later Previous Next

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Disclosing Business Interests

The screenshot shows the 'APOC Online Forms' interface for a 'FINANCIAL DISCLOSURE STATEMENT'. The user is identified as an 'Office Holder - Executive - Commissioner - Department of Corrections' with a report period from 1/1/2014 to 12/31/2014. The current section is 'SCHEDULE B: BUSINESS INTERESTS', which is currently set to 'NONE / Not Applicable'. A list of instructions for reporting business interests is provided, including requirements for stockholders, ownership interests over \$1,000, and non-profit organizations. Below the instructions is a table with columns for 'Edit/Delete', 'Interested Party', 'Business', 'Position / Interest Type', and 'Description'. The table currently shows 'No Interest Found' and a link to 'Click here to add new source of Interest'. Navigation buttons for 'Save & Resume Later', 'Previous', and 'Next' are visible at the bottom of the form area.

State of Alaska
myAlaska My Government Resident Business in Alaska Visiting Alaska State Employees

APOC Online Forms (APOCED) *** Logout

HOME **POFD/LFD** GROUPS/ENTITIES CANDIDATES LOBBYING INDEPENDENT EXPENDITURES ADMINISTRATION

State of Alaska > Department of Administration > APOC > Online Forms > POFD/LFD

FINANCIAL DISCLOSURE STATEMENT

Office Holder - Executive - Commissioner - Department of Corrections - Report From: 1/1/2014 To: 12/31/2014

SCHEDULE B: BUSINESS INTERESTS Remove Export Import

BUSINESS INTERESTS NONE / Not Applicable →

- Report business interests even if they were NOT a source of income, including businesses in which the filer or family member (spouse, domestic partner, dependent children and, for legislative branch filers ONLY, nondependent children living with the filer):
 - Served as stockholder, owner, officer, director, partner, proprietor, employee or held an interest.
 - Had ownership interests of more than \$1,000 in a publicly traded corporation.
 - Had any other ownership interest in a business, including shares in non-publicly traded corporations, sole proprietorships, limited liability companies. Include options to buy.
 - Include non-profit organizations, corporations, businesses, associations, trade groups.
- If the business was a source of income over \$1,000, it must also be reported in Schedule A.

Edit/Delete	Interested Party	Business	Position / Interest Type	Description
No Interest Found.				
Click here to add new source of Interest				

Save & Resume Later Previous Next

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As in other areas, you can import the information via a spreadsheet. Even if you didn't receive income you need to list your business interests here.

Adding a business interest

To add business interests one at a time fill in the blank areas.

POFD Form

https://myalaska.state.ak.us/apoc/form/POFD/POFD.aspx?ID=10399

State of Alaska

APOC Online Forms (APOCED) Logout

HOME **POFD/LFD** GROUPS/ENTITIES CANDIDATES LOBBYING INDEPENDENT EXPENDITURES ADMINISTRATION

State of Alaska > Department of Administration > APOC > Online Forms > POFD/LFD

FINANCIAL DISCLOSURE STATEMENT

Office Holder - Executive - Commissioner - Department of Corrections - Report From: 1/1/2014 To: 12/31/2014

SCHEDULE B: BUSINESS INTERESTS Remove Export Import

BUSINESS INTERESTS NONE / Not Applicable =>

- Report business interests even if they were NOT a source of income, including businesses in which the filer or family member (spouse, domestic partner, dependent children and, for legislative branch filers ONLY, nondependent children living with the filer):
 - Served as stockholder, owner, officer, director, partner, proprietor, employee or held an interest.
 - Had ownership interests of more than \$1,000 in a publicly traded corporation.
 - Had any other ownership interest in a business, including shares in non-publicly traded corporations, sole proprietorships, limited liability companies. Include options to buy.
 - Include non-profit organizations, corporations, businesses, associations, trade groups.
- If the business was a source of income over \$1,000, it must also be reported in Schedule A.

Edit/Delete	Interested Party	Business	Position / Interest Type	Description
Interested Party: <input type="checkbox"/> Filer <input type="checkbox"/> Spouse <input type="checkbox"/> Domestic Partner <input type="checkbox"/> Child				
Position / Type of Interest <input type="text"/>				
Business Name: <input type="text"/>				
Business Address: <input type="text"/>				
City: <input type="text"/>	State: Alaska	Zip Code: <input type="text"/>	Country: United States	
Detailed Description of Business Activity: <input type="text"/>				

You must finish adding or cancel this action before navigating away from this step.

Cancel Add Add Interest

Save & Resume Later Previous Next

After you enter an interest the page will look like this



The screenshot shows a web browser window displaying the APOC Online Forms page. The browser's address bar shows the URL: <https://myalaska.state.ak.us/apoc/form/POFD/POFD.aspx?ID=10399>. The page header includes the State of Alaska logo and navigation links for myAlaska, My Government, Resident, Business in Alaska, Visiting Alaska, and State Employees. The main navigation menu includes HOME, **POFD/LFD**, GROUPS/ENTITIES, CANDIDATES, LOBBYING, INDEPENDENT EXPENDITURES, and ADMINISTRATION. The breadcrumb trail reads: State of Alaska > Department of Administration > APOC > Online Forms > POFD/LFD.

FINANCIAL DISCLOSURE STATEMENT

Office Holder - Executive - Commissioner - Department of Corrections - Report From: 1/1/2014 To: 12/31/2014

SCHEDULE B: BUSINESS INTERESTS

[Remove](#) [Export](#) [Import](#)

BUSINESS INTERESTS

NONE / Not Applicable →

- Report business interests even if they were NOT a source of income, including businesses in which the filer or family member (spouse, domestic partner, dependent children and, for legislative branch filers ONLY, nondependent children living with the filer):
 - Served as stockholder, owner, officer, director, partner, proprietor, employee or held an interest.
 - Had ownership interests of more than \$1,000 in a publicly traded corporation.
 - Had any other ownership interest in a business, including shares in non-publicly traded corporations, sole proprietorships, limited liability companies. Include options to buy.
 - Include non-profit organizations, corporations, businesses, associations, trade groups.
- If the business was a source of income over \$1,000, it must also be reported in Schedule A.

Edit/Delete	Interested Party	Business	Position / Interest Type	Description
Edit Delete	Filer	3M 3M Park Minneapolis, Minnesota 32325	Stock holder	Integrated mining and manufacturing company.

[Click here to add new source of Interest](#)

[Save & Resume Later](#) [Previous](#) [Next](#)

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Real Property Interests



What are
Real Property
Interests?



POFD Form

https://myalaska.state.ak.us/apoc/form/POFD/POFD.aspx?ID=10399

State of Alaska

State of Alaska myAlaska My Government Resident Business in Alaska Visiting Alaska State Employees

APOC Online Forms (APOCED) *** Logout

HOME **POFD/LFD** GROUPS/ENTITIES CANDIDATES LOBBYING INDEPENDENT EXPENDITURES ADMINISTRATION

State of Alaska > Department of Administration > APOC > Online Forms > POFD/LFD

FINANCIAL DISCLOSURE STATEMENT

Office Holder - Executive - Commissioner - Department of Corrections - Report From: 1/1/2014 To: 12/31/2014

SCHEDULE C: REAL PROPERTY INTERESTS Remove Export Import

REAL PROPERTY INTERESTS NONE / Not Applicable =>

- Report an interest in real property by the address or other legal description of the property, except that a primary residence or recreational property held for personal use may be described only by zip code. Enter 'Not Reported' for Address and City if this applies to you.
- Report the nature of the interest that the filer or family member held in the property; the nature of interests to be reported includes fee simple ownership, tenancy in common, general or limited partnership interest, and holder of an option to purchase. If property is jointly owned, check all boxes that apply.

Edit/Delete	Owner(s)	Address or Legal Description	Ownership Interest
No Interest Found.			

[Click here to add new source of Interest](#)

Save & Resume Later Previous Next

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Primary residence and recreational property identification



Your primary residence and one recreational property need only be identified by zip code. All others need a more precise description.

State of Alaska myAlaska My Government Resident Business in Alaska Visiting Alaska State Employees

APOC Online Forms

(APOCED) *** Logout

HOME **POFD/LFD** GROUPS/ENTITIES CANDIDATES LOBBYING INDEPENDENT EXPENDITURES ADMINISTRATION

State of Alaska > Department of Administration > APOC > Online Forms > POFD/LFD

FINANCIAL DISCLOSURE STATEMENT

Office Holder - Executive - Commissioner - Department of Corrections - Report From: 1/1/2014 To: 12/31/2014

SCHEDULE C: REAL PROPERTY INTERESTS

Remove Export Import

REAL PROPERTY INTERESTS

NONE / Not Applicable →

- Report an interest in real property by the address or other legal description of the property, except that a primary residence or recreational property held for personal use may be described only by zip code. Enter 'Not Reported' for Address and City if this applies to you.
- Report the nature of the interest that the filer or family member held in the property, the nature of interests to be reported includes fee simple ownership, tenancy in common, general or limited partnership interest, and holder of an option to purchase. If property is jointly owned, check all boxes that apply.

Edit/Delete	Owner(s)	Address or Legal Description	Ownership Interest
Edit Delete	Filer	na na, Alaska 99603	Recreational property
Edit Delete	Spouse	na na, Alaska 99687	Primary residence
Edit Delete	Filer	Track 6 Lot 3 Talkeetna, Alaska 99997	Undeveloped land

[Click here to add new source of Interest](#)

Save & Resume Later Previous Next

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Beneficial Interests



State of Alaska myAlaska My Government Resident Business in Alaska Visiting Alaska State Employees

APOC Online Forms

(APOCED) *** Logout

HOME **POFD/LFD** GROUPS/ENTITIES CANDIDATES LOBBYING INDEPENDENT EXPENDITURES ADMINISTRATION

State of Alaska > Department of Administration > APOC > Online Forms > POFD/LFD

FINANCIAL DISCLOSURE STATEMENT

Office Holder - Executive - Commissioner - Department of Corrections - Report From: 1/1/2014 To: 12/31/2014

SCHEDULE D: BENEFICIAL INTERESTS

Remove Export Import

TRUSTS, RETIREMENT ACCOUNTS OR OTHER BENEFICIAL INTERESTS

NONE / Not Applicable →

- Report each trust, retirement account or other beneficial interest that exceeded \$1,000 during the reporting period, including a state or federally administered retirement system plan, employee pension plans, profit-sharing trusts, family trust, education trusts, deferred compensation plans, annuity plans or any other similar arrangement intended to provide future income the filer or family member.
- Identify individual investments accounts if you or family members manage or personally control the investments.

Edit/Delete	Owner(s)	Managed By	Interest Holder	Fund or Companies	Percent
No Interest Found.					
Click here to add new source of Interest					

Save & Resume Later Previous Next

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This point can make your filing much easier. If an account is managed by a company you can simplify your report.

Here you don't need to have received income, report if the value is over \$1,000.

Beneficial interests



This account is managed by another so it does not require detail. But the filer manages this one so it needs to be detailed.

State of Alaska myAlaska My Government Resident Business in Alaska Visiting Alaska State Employees

APOC Online Forms

(APOCED) *** Logout

HOME **POFD/LFD** GROUPS/ENTITIES CANDIDATES LOBBYING INDEPENDENT EXPENDITURES ADMINISTRATION

State of Alaska > Department of Administration > APOC > Online Forms > POFD/LFD

FINANCIAL DISCLOSURE STATEMENT

Office Holder - Executive - Commissioner - Department of Corrections - Report From: 1/1/2014 To: 12/31/2014

SCHEDULE D: BENEFICIAL INTERESTS

Remove Export Import

TRUSTS, RETIREMENT ACCOUNTS OR OTHER BENEFICIAL INTERESTS

NONE / Not Applicable →

- Report each trust, retirement account or other beneficial interest that exceeded \$1,000 during the reporting period, including a state or federally administered retirement system plan, employee pension plans, profit-sharing trusts, family trust, education trusts, deferred compensation plans, annuity plans or any other similar arrangement intended to provide future income the filer or family member.
- Identify individual investments accounts if you or family members manage or personally control the investments.

Edit/Delete	Owner(s)	Managed By	Interest Holder	Fund or Companies	Percent
Edit Delete	Filer	Pers	Filer	Alaska State retirement account	100.00%
Edit Delete	Filer, Spouse	Joe Schmoe, Esquire	Flintstone family	Flintstone family trust	50.00%
Edit Delete	Spouse	US Government	Spouse	Reserve retirement account to be received at age 60	100.00%
Edit Delete	Filer	Self	Filer	3M stock	100.00%

[Click here to add new source of Interest](#)

Save & Resume Later Previous Next

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Loans and Debts



Who do you owe money to

What to report on this page

This page works like earlier pages

State of Alaska myAlaska My Government Resident Business in Alaska Visiting Alaska State Employees

APOC Online Forms

(APOCED) *** Logout

HOME **POFD/LFD** GROUPS/ENTITIES CANDIDATES LOBBYING INDEPENDENT EXPENDITURES ADMINISTRATION

State of Alaska > Department of Administration > APOC > Online Forms > POFD/LFD

FINANCIAL DISCLOSURE STATEMENT

Office Holder - Executive - Commissioner - Department of Corrections - Report From: 1/1/2014 To: 12/31/2014

SCHEDULE E: LOANS AND DEBTS

LOANS, LOAN GUARANTEES & DEBTS OVER \$1,000 NONE / Not Applicable =>

- Report each creditor or lender to whom more than \$1,000 was owed during the reporting period.
- Report guarantor of each loan.
- List financial obligations, including mortgages on property owned or sold during the reporting period; loans that have been guaranteed; delinquent taxes; alimony; child support payments; medical bills; boat and vehicle loans; business and personal loans; escrows; student loans; signature loans and promissory notes.
- Loans include secured, unsecured and contingent loans.
- Do NOT list credit card obligations or revolving charge accounts.
- Legislative branch filers must report additional details: original amount of the obligation, the current balance owed, interest rate, length of the loan and whether a written agreement exists for a creditor or lender who:
 - Lobbies or hired lobbyists
 - Had contracts or sought contracts worth more than \$10,000 with any state agency
 - Was a municipal or local government entity
 - Was affected financially – in an amount exceeding \$1,000 – by an act of the legislature or state agency decision, including actions affecting professional or occupational licenses; natural resource permits or quotas; assessments; tax rates; health, safety or environmental standards; insurance or business practices.

Edit/Delete	Owner	Debt Type	Name
No Debts Found.			
Click here to add a new debt			

[Save & Resume Later](#) [Previous](#) [Next](#)

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For most filers loans and debts will look like this

This will make
your reporting
easier!

Legislative
filers please
take note.

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APOC Online Forms (APOCED) *** Logout

HOME POFD/LFD GROUPS/ENTITIES CANDIDATES LOBBYING INDEPENDENT EXPENDITURES ADMINISTRATION

State of Alaska > Department of Administration > APOC > Online Forms > POFD/LFD

FINANCIAL DISCLOSURE STATEMENT

Office Holder - Executive - Commissioner - Department of Corrections - Report From: 1/1/2014 To: 12/31/2014

SCHEDULE E: LOANS AND DEBTS

LOANS, LOAN GUARANTEES & DEBTS OVER \$1,000 NONE / Not Applicable →

- Report each creditor or lender to whom more than \$1,000 was owed during the reporting period.
- Report guarantor of each loan.
- List financial obligations, including mortgages on property owned or sold during the reporting period; loans that have been guaranteed; delinquent taxes; alimony; child support payments; medical bills; boat and vehicle loans; business and personal loans; escrows; student loans; signature loans and promissory notes.
- Loans include secured, unsecured and contingent loans.
- **Do NOT list credit card obligations or revolving charge accounts**
- Legislative branch filers must report additional details: original amount of the obligation, the current balance owed, interest rate, length of the loan and whether a written agreement exists for a creditor or lender who:
 - Lobbies or hired lobbyists
 - Had contracts or sought contracts worth more than \$10,000 with any state agency
 - Was a municipal or local government entity
 - Was affected financially – in an amount exceeding \$1,000 – by an act of the legislature or state agency decision, including actions affecting professional or occupational licenses; natural resource permits or quotas; assessments; tax rates; health, safety or environmental standards; insurance or business practices.

Edit/Delete	Owner	Debt Type	Name
Edit Delete	Filer	Creditor	USAA
Edit Delete	Spouse	Creditor	Alaksa USA Fed Credit Union
Edit Delete	Spouse	Creditor	Child Support
Edit Delete	Filer	Creditor	Alimony

[Click here to add a new debt](#)

[Save & Resume Later](#) [Previous](#) [Next](#)

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Government Contracts and Leases



What to report

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APOC Online Forms (APOCED) *** Logout

HOME **POFD/LFD** GROUPS/ENTITIES CANDIDATES LOBBYING INDEPENDENT EXPENDITURES ADMINISTRATION

State of Alaska > Department of Administration > APOC > Online Forms > POFD/LFD

FINANCIAL DISCLOSURE STATEMENT

Office Holder - Executive - Commissioner - Department of Corrections - Report From: 1/1/2014 To: 12/31/2014

SCHEDULE F: LEASES

GOVERNMENT CONTRACTS AND OFFERS TO CONTRACT NONE / Not Applicable =>

- List all contracts, bids and offers to contract with the state or any state or municipal agency or entity.
- Report contract interests as individual, sole proprietor, family member, partnership, professional corporation, limited liability company or through a corporation in which filer or family members held a controlling interest.

Edit/Delete	Contract Holder(s)	Contract ID	Contract Agency	Status	Type of Interest	Description
No Leases Found.						
Click here to add new source of Lease						

Save & Resume Later Previous Next

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A contract would look like this



Not many people have this to report. Notice this contract is with a county and not the state. Even contracts with municipalities need to be reported.

State of Alaska > Department of Administration > APOC > Online Forms > POFD/LFD

FINANCIAL DISCLOSURE STATEMENT

Office Holder - Executive - Commissioner - Department of Corrections - Report From: 1/1/2014 To: 12/31/2014

SCHEDULE F: LEASES

GOVERNMENT CONTRACTS AND OFFERS TO CONTRACT NONE / Not Applicable →

- List all contracts, bids and offers to contract with the state or any state or municipal agency or entity.
- Report contract interests as individual, sole proprietor, family member, partnership, professional corporation, limited liability company or through a corporation in which filer or family members held a controlling interest.

Edit/Delete	Contract Holder(s)	Contract ID	Contract Agency	Status	Type of Interest	Description
Edit Delete	File	4601586561581+44335	Granite County	Held	Owner	Clean up roads in spring to remove sand and gravel.

[Click here to add new source of Lease](#)

[Save & Resume Later](#) [Previous](#) [Next](#)

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Natural Resource Leases



What to report

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APOC Online Forms

(APOCED) *** Logout

HOME **POFD/LFD** GROUPS/ENTITIES CANDIDATES LOBBYING INDEPENDENT EXPENDITURES ADMINISTRATION

State of Alaska > Department of Administration > APOC > Online Forms > POFD/LFD

FINANCIAL DISCLOSURE STATEMENT

Office Holder - Executive - Commissioner - Department of Corrections - Report From: 1/1/2014 To: 12/31/2014

SCHEDULE F: LEASES

NATURAL RESOURCE LEASES NONE / Not Applicable =>

- List natural resource leases – including mineral, timber, oil and gas leases – held, bid or offered during the reporting period.
- Report lease interests as individual, sole proprietor, family member, partnership, professional corporation, limited liability company, or corporation in which you or family (individually or together) held controlling interest.

Edit/Delete	Lease Holder(s)	Lease ID	Status	Type of Interest	Description
No Leases Found.					

[Click here to add new source of Lease](#)

[Save & Resume Later](#) [Previous](#) [Next](#)

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Close Economic Associations



Many filers won't have to report anything here. But, make sure you are reporting if you are required to do so.



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APOC Online Forms

(APOCED) *** Logout

HOME POFD/LFD GROUPS/ENTITIES CANDIDATES LOBBYING INDEPENDENT EXPENDITURES ADMINISTRATION

State of Alaska > Department of Administration > APOC > Online Forms > POFD/LFD

FINANCIAL DISCLOSURE STATEMENT

Office Holder - Executive - Commissioner - Department of Corrections - Report From: 1/1/2014 To: 12/31/2014

SCHEDULE G

CLOSE ECONOMIC ASSOCIATIONS NONE / Not Applicable →

EMPT

1. Municipal and local officials are exempt from reporting close economic associations.
2. Members of state boards and commissions are exempt from reporting close economic associations.
3. Local officials and state board/commission members do NOT have to complete this section.

- **STATE PUBLIC OFFICIALS:** Disclose financial relations with legislators, other public officials and lobbyists.
- **LEGISLATIVE BRANCH:** Disclose financial relations with public officials, lobbyists, other legislators, and legislative employees. Report close economic association detailed information to the Legislative Ethics Committee.
- **CLOSE ECONOMIC ASSOCIATION** means a financial relationship between public officials, legislators and lobbyists, including shared interests in a business, property, association, partnership, corporation or LLC.
- **CHANGES:** Report new close economic associations within 60 days.

Edit/Delete	Owner	Name	Description
No Associations Found.			
Click here to add a new Association			

Save & Resume Later Previous Next

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Lobbyist Reporting



Who has to report anything on this page.

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APOC Online Forms

(APOCED) *** Logout

HOME **POFD/LFD** GROUPS/ENTITIES CANDIDATES LOBBYING INDEPENDENT EXPENDITURES ADMINISTRATION

State of Alaska > Department of Administration > APOC > Online Forms > POFD/LFD

FINANCIAL DISCLOSURE STATEMENT

Office Holder - Executive - Commissioner - Department of Corrections - Report From: 1/1/2014 To: 12/31/2014

SCHEDULE G

FILERS WITH A LOBBYIST SPOUSE or PARTNER NONE / Not Applicable →

- **EXEMPT:** Local officials and members of state boards and commissions are exempt. Check NONE.
- **STATE PUBLIC OFFICIALS with a lobbyist spouse or domestic partner:** Report names and addresses of each employer of the lobbyist and the total monetary value received from each of the lobbyist's employers.
- **LEGISLATIVE BRANCH filers with a lobbyist spouse or domestic partner:** Disclose employer of lobbyist and compensation, and report details to the Legislative Ethics Committee.
- **CHANGES:** Report changes in lobbyist's employer within 48 hours of the change.

Edit/Delete	Name	Address	Compensation
No Employers Found.			
Click here to add a new Employer			

Save & Resume Later Previous Next

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Municipal Officials and members of Boards and Commissions need not report here.



Almost There!



This is the review point and what your filing will look like after you check it and then submit it.

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APOC Online Forms

(APOCED) *** Logout

HOME POFD/LFD GROUPS/ENTITIES CANDIDATES LOBBYING INDEPENDENT EXPENDITURES ADMINISTRATION

State of Alaska > Department of Administration > APOC > Online Forms > POFD/LFD

FINANCIAL DISCLOSURE STATEMENT

Office Holder - Executive - Commissioner - Department of Corrections - Report From: 1/1/2014 To: 12/31/2014

REVIEW SUBMISSION

- You **MUST** click **NEXT** and electronically sign this form to submit it to APOC. **Otherwise you have NOT filed your disclosure and may be subject to civil penalties for a late filing.**
- Please carefully review your Financial Disclosure below. If corrections are needed use the blue "Previous" and "Next" buttons below to navigate to the appropriate page(s) and make changes before submitting.

POFD FORM

INCOMPLETE

FILER INFORMATION

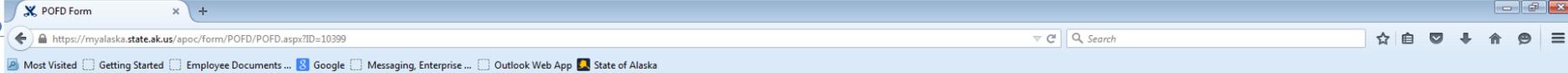
First Name: [REDACTED]
Last Name: [REDACTED]
Address: 17 [REDACTED]
City, State Z [REDACTED]
Contact Ph [REDACTED]
Alternate Phone: **Nothing to Report**
Fax (Optional): **Nothing to Report**
Email: **n/a**
Partner Type: **Spouse**
Spouse/Domestic Partner Name: [REDACTED]
Dependent Children: **0**
Non-Dependent Children: **0**

PURPOSE OF FILING

Report Year: **2015**
Report Dates: From **01/01/2014** Through **12/31/2014**
Filing As: **Office Holder**
Branch: **Executive**
Position: **Commissioner**

“Incomplete” does not mean you’ve missed a step. It means you need to review and certify before you have completed the process.

Review and make sure you're satisfied with the information



PURPOSE OF FILING

Report Year: **2015**
 Report Dates: From **01/01/2014** Through **12/31/2014**
 Filing As: **Office Holder**
 Branch: **Executive**
 Position: **Commissioner**
 Department: **Department of Corrections**
 Report Type: **Annual**

INCOME

Owner	Type	Detail	Description	Amount
Filer	Salaried	Bedrock Gravel Pit Sandy Lane Bedrock, Alaska 99508 Full-time From: 01/01/2014 Through 12/31/2014 Time Worked:	Equipment operator	\$20,000 - \$50,000
Filer	Rental	Tenant: Barney Rubble		\$10,000 - \$20,000
Filer	Gift	Source: Equipment operators union	Paid for travel to conference on dinodiggers in Rockwell, AZ.	\$1,000 - \$2,000

INTERESTS

Owner	Type	Detail	Description	Interest
Filer	Business	Business Name: 3M 3M Park Minneapolis, Minnesota 32325	Integrated mining and manufacturing company.	Position / Type: Stock holder
Filer	Real Property	na na, Alaska 99603	Ownership Interest: Recreational property	
Spouse	Real Property	na na, Alaska 99687	Ownership Interest: Primary residence	
Filer	Real Property	Track 6 Lot 3 Talkeetna, Alaska 99997	Ownership Interest: Undeveloped land	
Filer	Beneficial	Managed By: Pers	Alaska State retirement account	Ownership: 100%
Filer, Spouse	Beneficial	Managed By: Joe Schmoe, Esquire	Flintstone family trust	Ownership: 50%
Spouse	Beneficial	Managed By: US Government	Reserve retirement account to be received at age 60	Ownership: 100%

Anything missing?
 How about the PFD for the filer and spouse?

Typos show

Keep checking



Don't worry about how the words break in the fields. It is a function of the program.

Filer	Property	Talkeetna, Alaska 99997	Ownership interest: undeveloped land	
Filer	Beneficial	Managed By: Pers	Alaska State retirement account	Ownership: 100%
Filer, Spouse	Beneficial	Managed By: Joe Schmoe, Esquire	Flintstone family trust	Ownership: 50%
Spouse	Beneficial	Managed By: US Government	Reserve retirement account to be received at age 60	Ownership: 100%
Filer	Beneficial	Managed By: Self	3M stock	Ownership: 100%

LOANS AND DEBTS

Owner	Type	Name
Filer	Creditor	USAA
Spouse	Creditor	Alaksa USA Fed Credit Union
Spouse	Creditor	Child Support
Filer	Creditor	Alimony

LEASES

Owner	Type of Lease	Lease/Contract ID	Interest	Status	Description
Filer	Government	4601586561581+44335	Owner	Held	Clean up roads in spring to remove sand and gravel.

CLOSE ECONOMIC ASSOCIATIONS

Person Disclosing Association	Associated Person	Description
No Associations / Nothing to Report		

LOBBYIST PARTNER EMPLOYERS

Name	Address	Compensation
No Lobbyist Partner Employers / Nothing to Report		

Save & Resume Later

Previous

Next

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More typos

If there are errors you want to fix you can save and resume later, or go to previous pages and fix it now. If it is as you want it click next.

Okay, now you're ready to certify



The screenshot shows a web browser window displaying the APOC Online Forms page. The browser's address bar shows the URL: <https://myalaska.state.ak.us/apoc/form/POFD/POFD.aspx?ID=10399>. The page header includes the State of Alaska logo and navigation links for myAlaska, My Government, Resident, Business in Alaska, Visiting Alaska, and State Employees. The main navigation menu includes HOME, **POFD/LFD**, GROUPS/ENTITIES, CANDIDATES, LOBBYING, INDEPENDENT EXPENDITURES, and ADMINISTRATION. The breadcrumb trail reads: State of Alaska > Department of Administration > APOC > Online Forms > POFD/LFD.

The main content area is titled "FINANCIAL DISCLOSURE STATEMENT" and specifies the user as "Office Holder - Executive - Commissioner - Department of Corrections - Report From: 1/1/2014 To: 12/31/2014". Below this is a "CERTIFICATION" section with a note: "NOTE: Public officials who are required to file this disclosure statement may have additional obligations to disclose conflicts of interest or potential conflicts under state executive, legislative or judicial ethics rules or personnel rules. Legislators who are required to file this disclosure statement have additional disclosure and reporting requirements imposed by the Select Committee on Legislative Ethics. Local officials may also be governed by local ethics ordinances or personnel rules." A text box instructs the user to "Click 'Finish' to sign and submit the form." and states: "All who are required to file public disclosure forms are solely responsible for filing complete, accurate and truthful forms by the deadlines." Below this is a section titled "THIS IS A PUBLIC DOCUMENT" with a link to "Disclosure forms, guidelines, laws and regulations are online: doa.alaska.gov/apoc or from APOC offices".

The "ALASKA PUBLIC OFFICES COMMISSION" section provides contact information for two offices:

- ANCHORAGE OFFICE:**
2221 E. Northern Lights Blvd – Rm 128
Anchorage, AK 99508-4149
907-276-4176 / Toll-free 800-478-4176
Fax 907-276-7018
- JUNEAU OFFICE:**
240 Main St. – Rm 500
Mail: P.O. Box 110222
Juneau, AK 99811-0222
907-465-4864 / Fax 907-465-4832

The contact email is listed as "E-mail APOC: doa_apoc@alaska.gov". At the bottom of the page, there are three buttons: "Save & resume later" (red), "Previous" (blue), and "Finish" (blue). The page number "19 / 19" is displayed at the bottom center.

Certify here—and You're Done!

Here is where you certify your report. By typing in your password and hitting the "Sign and Submit" button you certify that the report is complete and correct.

The screenshot shows a web browser window with the URL <https://my.alaska.gov/ESignature/Ceremony.aspx?doc=804633&pubid=pofd&returnto=https://myalaska.state.ak.us/apoc/fo>. The page header includes the State of Alaska logo and navigation links for myAlaska, My Government, Resident, Business in Alaska, Visiting Alaska, and State Employees. The user is signed in as APOCED. The main content area features a 'System Notifications' box, a 'Return to APOC - Disclosure Forms' button, and a 'SIGNING CEREMONY' section. This section contains instructions on the legal implications of signing and a 'Document Details' box with the following information: Title: POFD Form, Description: Bur [redacted], Department: Department of Administration, Division: Public Offices Commission, Size: 15959 bytes, and Certified Date: [redacted]. Below the details is a 'View Document' link, a 'Password:' input field, and 'Sign and Submit' and 'Cancel' buttons. The footer contains links for Help, Privacy Policy, User Agreement, and Browser Compatibility, along with contact information for the Department of Administration Enterprise Technology Services (ETS).

State of Alaska myAlaska My Government Resident Business in Alaska Visiting Alaska State Employees

Signed in as APOCED: [Sign Out](#)

HOME SERVICES MYPROFILE MYDOCUMENTS HELP

System Notifications

- The ACPE-Student Aid Portal is currently not available. For assistance, please call 907-465-2962.

[Return to APOC - Disclosure Forms](#)

SIGNING CEREMONY

By using your electronic signature to sign this document, you legally bind yourself to it to the same extent as you would by signing a paper copy of the document.

Please take a moment to verify that the document you are about to electronically sign is in a readable format, and is an accurate copy of the electronic document you submitted.

This is important because, under Alaska law, criminal penalties apply for falsely certifying a document. If you submit information that you know is false, you could face imprisonment, fines, or both.

You are legally obligated to protect the security of your myAlaska electronic signature. That means you cannot share your myAlaska password with anyone else - even a family member - or let anyone else use your myAlaska electronic signature. If you discover any evidence that anyone else has used your electronic signature or gained access to your password, you must report it promptly to the [myAlaska Help Center](#).

Document Details

Title: POFD Form
Description: Bur [redacted]
Department: Department of Administration
Division: Public Offices Commission
Size: 15959 bytes
Certified Date: [redacted]

[View Document](#)

Password:

Help Privacy Policy User Agreement Browser Compatibility

Department of Administration
Enterprise Technology Services (ETS)
Email: myalaska.help@alaska.gov
Monday - Friday, 10:00 AM to 4:30 PM Alaska Time
Anchorage: 907-269-6311 || Fairbanks: 907-451-5911 || Juneau: 907-465-5211

You are now done!

Part 5

Other Things



Saving and Resuming an incomplete report

Deleting an incomplete report

Viewing a report

Printing a report

Amending a report

Copying a report

Saving and resuming a report

POFD Form

https://myalaska.state.ak.us/apoc/forms/POFD/POFD.aspx?ID=13399

Filer	Property	Ownership Interest	Ownership Percentage	
Filer	Beneficial	Managed By: Pats	Alaska State retirement account	Ownership: 100%
Filer	Beneficial	Managed By: Joe Schmoee, Esquire	Flintstone family trust	Ownership: 50%
Spouse	Beneficial	Managed By: US Government	Reserve retirement account to be received at age 80	Ownership: 100%
Filer	Beneficial	Managed By: Self	3M stock	Ownership: 100%

LOANS AND DEBTS

Owner	Type	Name
Filer	Creditor	USAA
Spouse	Creditor	Alaska USA Fed Credit Union
Spouse	Creditor	Child Support
Filer	Creditor	Alimony

LEASES

Owner	Type of Lease	Lease/Contract ID	Interest	Status	Description
Filer	Government	4601506561501+44335	Owner	Held	Clean up roads in spring to remove sand and gravel

CLOSE ECONOMIC ASSOCIATIONS

Person Disclosing Association	Associated Person	Description
No Associations / Nothing to Report		

LOBBYIST PARTNER EMPLOYERS

Name	Address	Compensation
No Lobbyist Partner Employers / Nothing to Report		

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Save & Resume Later Previous Next

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You resume from here.

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APOC Online Forms (APOCED) *** Logout

HOME POFD/LFD GROUPS/ENTITIES CANDIDATES LOBBYING INDEPENDENT EXPENDITURES ADMINISTRATION

State of Alaska > Department of Administration > APOC > Online Forms > POFD/LFD

PUBLIC OFFICIAL / LEGISLATIVE FINANCIAL DISCLOSURE

Actions

- Start New Form**
Creates a blank Financial Disclosure Statement to be filed. If you have never filed an electronic Financial Disclosure before, use Start New Form.
- Resume**
Continue work on a started but not finished Financial Disclosure Statement. If you have already started a Financial Disclosure Statement, use Resume.
- Copy**
Navigates to another page where the existing Financial Disclosure Form can be copied. If you have filed a previous Financial Disclosure or need to file multiple Financial Disclosures for different positions, use Copy.
- Amend**
Creates a special amendment copy of the original form to submit corrections and changes. If you need to make changes to an existing form that has already been electronically signed, use Amend.
- Delete**
Removes the Incomplete form. If you accidentally created a form that you do not intend to file and you want to remove it from the forms list, use Delete.

Financial Disclosure Forms

Start New Form

Filter

Year: All Amended: Any Amended Only Not Amended Only

Name	Year Reporting Period	Filer Type Position	Status Date Filed	Action
wer asd 123 vesd	2015 Annual 1/1/2014 - 12/31/2014	Local Municipal Government Office Holder	Incomplete Not Filed	View / Print Resume Delete
Michael Burns 1720 Douglas Hwy	2015 Final 1/1/2015 - 6/1/2015	Executive Office Holder	Filed 7/7/2015	View / Print Copy Amend
David Woodmancy PO Box 354	2013 Final 1/1/2013 - 7/19/2013	Judicial Office Holder	Filed 7/25/2013	View / Print Copy Amend

You can save an incomplete report on any page of the filing and come back to it later.

Deleting Reports



POFD Forms

https://myalaska.state.ak.us/apoc/form/POFD/Filings.aspx

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APOC Online Forms

(APOCED) *** Logout

HOME **POFD/LFD** GROUPS/ENTITIES CANDIDATES LOBBYING INDEPENDENT EXPENDITURES ADMINISTRATION

State of Alaska > Department of Administration > APOC > Online Forms > POFD/LFD

PUBLIC OFFICIAL / LEGISLATIVE FINANCIAL DISCLOSURE

Actions

- Start New Form**
Creates a blank Financial Disclosure Statement to be filed. If you have never filed an electronic Financial Disclosure before, use Start New Form.
- Resume**
Continue work on a started but not finished Financial Disclosure Statement. If you have already started a Financial Disclosure Statement, use Resume.
- Copy**
Navigates to another page where the existing Financial Disclosure Form can be copied. If you have to file a previous Financial Disclosure or need to file multiple Financial Disclosures for different positions, use Copy.
- Amend**
Creates a special amendment copy of the original form to submit corrections and changes. If you need to make changes to an existing form that has already been electronically signed, use Amend.
- Delete**
Removes the Incomplete form. If you accidentally created a form that you do not intend to file and you want to remove it from the forms list, use Delete.

Financial Disclosure Forms

Start New Form

Filter

Year: All Amended: Any Amended Only Not Amended Only

Name	Year Reporting Period	Filer Type Position	Status Date Filed	Action
wer asd 123 vesd	2015 Annual 1/1/2014 - 12/31/2014	Local Municipal Government Office Holder	Incomplete Not Filed	View / Print Resume Delete
Michael Burns 1720 Douglas Hwy	2015 Final 1/1/2015 - 6/1/2015	Executive Office Holder	Filed 7/7/2015	View / Print Copy Amend
David Woodmancy PO Box 354	2013 Final 1/1/2013 - 7/19/2013	Judicial Office Holder	Filed 7/25/2013	View / Print Copy Amend

You can only delete incomplete reports.



If you want to view or print a report you have filed

The screenshot shows the State of Alaska APOC Online Forms website. The page title is "PUBLIC OFFICIAL / LEGISLATIVE FINANCIAL DISCLOSURE". Under the "Actions" section, there are four options: "Start New Form", "Resume", "Copy", and "Amend". Below this is the "Financial Disclosure Forms" section, which includes a "Start New Form" button and a table of existing forms. The table has columns for Name, Year Reporting Period, Filer Type Position, Status Date Filed, and Action. The first row shows a form for "wer asd" with status "Incomplete Not Filed". The second row shows a form for "Michael Burns" with status "Filed 7/7/2015". The third row shows a form for "David Woodmancy" with status "Filed 7/25/2013". A callout box on the right side of the page, with a red arrow pointing to the "View / Print" link in the first row, contains the text: "By clicking here you can view and print a report you have filed."

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APOC Online Forms

(APOCED) *** [Logout](#)

HOME **POFD/LFD** GROUPS/ENTITIES CANDIDATES LOBBYING INDEPENDENT EXPENDITURES ADMINISTRATION

State of Alaska > Department of Administration > APOC > Online Forms > POFD/LFD

PUBLIC OFFICIAL / LEGISLATIVE FINANCIAL DISCLOSURE

Actions

- Start New Form**
Creates a blank Financial Disclosure Statement to be filed. If you have never filed an electronic Financial Disclosure before, use Start New Form.
- Resume**
Continue work on a started but not finished Financial Disclosure Statement. If you have already started a Financial Disclosure Statement, use Resume.
- Copy**
Navigates to another page where the existing Financial Disclosure Form can be copied. If you have to file a previous Financial Disclosure or need to file multiple Financial Disclosures for different positions, use Copy.
- Amend**
Creates a special amendment copy of the original form to submit corrections and changes. If you need to make changes to an existing form that has already been electronically signed, use Amend.
- Delete**
Removes the Incomplete form. If you accidentally created a form that you do not intend to file and you want to remove it from the forms list, use Delete.

Financial Disclosure Forms

[Start New Form](#)

Filter

Year: All Amended: Any Amended Only Not Amended Only

Name	Year Reporting Period	Filer Type Position	Status Date Filed	Action
wer asd 123 vesd	2015 Annual 1/1/2014 - 12/31/2014	Local Municipal Government Office Holder	Incomplete Not Filed	View / Print Resume Delete
Michael Burns 1720 Douglas Hwy	2015 Final 1/1/2015 - 6/1/2015	Executive Office Holder	Filed 7/7/2015	View / Print Copy Amend
David Woodmancy PO Box 354	2013 Final 1/1/2013 - 7/19/2013	Judicial Office Holder	Filed 7/25/2013	View / Print Copy Amend

Amending a Report

The screenshot shows the State of Alaska APOC Online Forms website. The page title is "PUBLIC OFFICIAL / LEGISLATIVE FINANCIAL DISCLOSURE". Under the "Actions" section, there are several options: "Start New Form", "Resume", "Copy", "Amend", and "Delete". The "Amend" option is highlighted with a red oval. Below the actions, there is a "Financial Disclosure Forms" section with a "Filter" table. The table has columns for Name, Year Reporting Period, Filer Type Position, Status Date Filed, and Action. The "Amend" link in the Action column for the "Michael Burns" entry is circled in red.

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APOC Online Forms

(APOCED) *** Logout

HOME **POFD/LFD** GROUPS/ENTITIES CANDIDATES LOBBYING INDEPENDENT EXPENDITURES ADMINISTRATION

State of Alaska > Department of Administration > APOC > Online Forms > POFD/LFD

PUBLIC OFFICIAL / LEGISLATIVE FINANCIAL DISCLOSURE

Actions

- **Start New Form**
Creates a blank Financial Disclosure Statement to be filed. If you have never filed an electronic Financial Disclosure before, use Start New Form.
- **Resume**
Continue work on a started but not finished Financial Disclosure Statement. If you have already started a Financial Disclosure Statement, use Resume.
- **Copy**
Navigates to another page where the existing Financial Disclosure Form can be copied. If you have to file a previous Financial Disclosure or need to file multiple Financial Disclosures for different positions, use Copy.
- **Amend**
Creates a special amendment copy of the original form to submit corrections and changes. If you need to make changes to an existing form that has already been electronically signed, use Amend.
- **Delete**
Removes the Incomplete form. If you accidentally created a form that you do not intend to file and you want to remove it from the forms list, use Delete.

Financial Disclosure Forms

[Start New Form](#)

Filter				
Year: All	Amended: <input type="radio"/> Any <input type="radio"/> Amended Only <input checked="" type="radio"/> Not Amended Only			
Name	Year Reporting Period	Filer Type Position	Status Date Filed	Action
wer asd 123 vesd	2015 Annual 1/1/2014 - 12/31/2014	Local Municipal Government Office Holder	Incomplete Not Filed	View / Print Resume Delete
Michael Burns 1720 Douglas Hwy	2015 Final 1/1/2015 - 6/1/2015	Executive Office Holder	Filed 7/7/2015	View / Print Copy Amend
David Woodmancy PO Box 354	2013 Final 1/1/2013 - 7/19/2013	Judicial Office Holder	Filed 7/25/2013	View / Print Copy Amend

You can only amend reports you have already filed. Go to the report you want to amend and click "Amend". Navigate to the information you want to change, make the changes, and then go to the end and certify. Your original report will be available, but will show as amended.

Copy last year's report for this year

The screenshot shows the APOC Online Forms interface. The main heading is 'PUBLIC OFFICIAL / LEGISLATIVE FINANCIAL DISCLOSURE'. Under the 'Actions' section, the 'Copy' option is highlighted, with a description: 'Navigates to another page where the existing Financial Disclosure Form can be copied. If you have to file a previous Financial Disclosure or need to file multiple Financial Disclosures for different positions, use Copy.'

Below the actions is a section for 'Financial Disclosure Forms' with a 'Start New Form' button. A filter table is shown with the following data:

Filter				
Year: All	Amended: <input type="radio"/> Any <input type="radio"/> Amended Only <input checked="" type="radio"/> Not Amended Only			
Name	Year Reporting Period	Filer Type Position	Status Date Filed	Action
wer asd 123 vesd	2015 Annual 1/1/2014 - 12/31/2014	Local Municipal Government Office Holder	Incomplete Not Filed	View / Print Resume Delete
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You've filed electronically for last year. Nothing has changed for this year. Make things easy for yourself. Copy last year's report—this creates a duplicate of the report—change the year, and other dates and then verify. You'll save yourself considerable time. Remember, income is in ranges, if you remain in the range, no need to change anything other than the date.